



## Pam Dubov: A Career Full of Unexpected Turns

*Pam Dubov is retiring from Pinellas County at the end of the year. After 27 years at the Property Appraiser's Office, eight of them as the Property Appraiser, and an altogether impressive career of service, we asked Pam a few questions we thought you might ask her yourself. And we offered her the opportunity to say goodbye.*

***You've had quite a varied career – from West Point to Captain in the U.S. Army commanding a field artillery unit, to a stellar career in property appraisal and assessment. Why did you choose the Army? And what led you to choose property appraisal?***

I was a member of the Class of 1980 at West Point, but left the Academy during my sophomore year to get married. I did not graduate from West Point. I ended up earning my commission as an Army Officer through the Reserve Officer Training Corps in 1979. I wish I could tell you some long and meaningful story about how I chose the Army – in reality it was a matter of economics. The Army paid most of my college tuition and expenses in exchange for a 4-year commitment. I loved my time in the service and am so glad I stumbled into the scholarship opportunity.

I didn't really choose property appraisal either. It's not exactly the kind of career you aspire to as a child because children don't own property. It's even hard for adults to understand what we do. I actually came to the Property Appraiser's Office because Jim Smith was looking for someone to direct his data processing department – that's what we called it back in the late eighties. I soon realized that it would be impossible to support the office's technology needs unless I understood

the business of appraisal better, so I worked on the Certified Assessment Evaluator designation offered by the International Association of Assessing Officers. In other words, I became a property tax appraiser because I needed to understand the work performed by the appraisers and staff in the office. It had never crossed my mind to work on appraisals before that. Since the work involved computer and mathematic analysis and statistical modeling it was right up my left-brain alley!

***You've been with Pinellas County government since 1989, through thick and thin. What experiences stand out for you?***



The economic conditions, technology, and laws that govern what we do have changed constantly since 1989. One thing that has not changed is the commitment of the people who work in the Property Appraiser's Office to do their jobs fairly and respectfully. We don't al-

ways deal with happy people. Nobody sits at home eagerly awaiting their annual Notice of Proposed Property Taxes (TRIM Notice). And yet the staff of the office has always done a great job answering questions, explaining our values, and teaching first-time Florida property owners about the unique Florida property tax system. It's a system that couldn't be much more complicated and one that is hard for people who move to Florida to understand.



### INSIDE

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My colleagues in the Property Appraiser's Office and the relationships we've had while serving the public are definitely the things that stand out for me as I prepare to leave. During my time here, we've produced 28 tax rolls, sent out more than 11 million TRIM notices, and implemented too many new laws to mention.

What I'll remember more is that we've been together through some joyful times like weddings, births, graduations and the coming of grandchildren. We've also surrounded one another with love and compassion in times of sickness and death. It's been a family – not perfect, sometimes humanly dysfunctional, but a family nonetheless.

***What have been some of your favorite projects/experiences working in the community?***

***Continued on page 4.***



## Employees' Advisory Council Election Winners

Each year, half of the Employees' Advisory Council Representatives' seats are up for election for a two-year term. Thank you to everyone who participated in this year's election!

There was a two-week voting period from November 29th to December 9th. The majority of ballots were submitted on the first day. A reminder was sent to employees during the second week which spurred additional voting. Notifications were also sent to supervisors to encourage their employees to participate.

### Congratulations to the winners:

Three candidates ran unopposed

- ▶ BCC Group 1: Charles Toney
- ▶ BCC Group 5: Donna Beim
- ▶ BCC Group 7: Bill Gorman

Winners of those seats for which there were multiple candidates

- ▶ BCC Group 3: Lisa Arispe
- ▶ BCC Group 8: Clare McGrane (*special election for a one-year term due to the current Representative moving to a different department*)
- ▶ Clerk South: Marion Nuraj
- ▶ Tax Collector: Richard Carvale
- ▶ Other Appointing Authorities: Alicia Parinello

EAC Representatives are elected to two-year terms by their fellow employees and meet monthly to address important workplace issues, such as:

- ▶ Serving in an advisory capacity to the Pinellas County Personnel Board and the Director of Human Resources concerning personnel matters, policies, rules, and regulations affecting employees.
- ▶ Developing and recommending ideas related to working conditions, morale, public image, efficiency, employee safety and employee benefit programs
- ▶ Appointing two members of the Personnel Board

Visit [www.pinellascounty.org/hr/eac](http://www.pinellascounty.org/hr/eac) to learn more about the EAC, or contact Lisa Arispe, EAC Chair, at 464-4862 or by email at [larispe@pinellascounty.org](mailto:larispe@pinellascounty.org).

## Send Your Department's Stories of Good Works Serving the Community to *The Pen*

In February 2017, we will publish a special edition of the *Pen Extra* dedicated to our County employees' good works serving the community.



We invite every employee to be part of this celebration of County departments going above and beyond the call of duty. Examples of good works include the Annual Bike Drive, Adopt-a-Family, food drives, fund-raising walks, and so on.

- ▶ Think about — How has my department served the community this past year?
- ▶ Select someone to submit the information and photos.
- ▶ [Fill out and submit the brief form](#) by January 13.

Thank you!



### BLOOD DRIVE Mark Your Calendars

#### Downtown Clearwater

Courthouse  
315 Court St., west lot  
**January 11**  
10:00 - 4:00

#### Logan Lab

1620 Ridge Road, Largo  
Under the flag pole  
**January 17**  
10 a.m. - 12 noon

#### Utilities Building

14 S. Fort Harrison Ave.  
Clearwater  
**January 19**  
8:30 - 1:30

#### Public Works

22211 US Hwy. 19 N.  
Building 1, Clearwater  
**January 26**

### *The Pen*

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

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



**Q.** I've recently married and have changed my last name. I'm wondering if someone would be able to walk me through the process of updating my work information.

**A.** There's a neat online demo in OPUS that may work for you. You will need to have these documents scanned onto your desktop first – driver license, social security card, and court order. Go to your **PIN Employee Self Service** page and select **"Personal Information."** You will see in the upper left corner of the screen **"Employee Self Service Guide – UPK"**. Click on that. On the next page and again in the upper left corner, double click **"Employee Information"** then **"Change Name."** You can then watch a tutorial (**See It!**), or **Print It!** And then **Try It!** If you get stuck, give us a ring (464-3367) and someone will walk you through it.

**Q.** Would you please post about the County's Code of Ethics pertaining to gifts? I've witnessed and heard stories of County employees accepting gifts of hats, mugs, pens, food, picture frames, pocket calendars, etc. From what I read in the Code of Ethics, we aren't allowed to accept anything, no matter how small the dollar value. Also, I thought it was part of the supervisory training series all the new supervisors have to attend.

**A.** This is particularly relevant at this time of year. The [Pinellas County Statement of Ethics](#) states that employees may "accept only authorized compensation for the performance of our duties and respectfully decline any offers of gifts or gratuities from those with whom we do business." Examples may include lunch, chocolates and tickets to sporting events. If you are at all uncertain about these restrictions, please refer to the [Ethics Guide](#), speak to your manager or supervisor, or contact the Human Resources Department.



**Q.** I was promoted from classified to an exempt position in November. The annual leave I accrued while in my old position is no longer listed in OPUS. Did I lose this time?

**A.** Congratulations on your promotion! You did not lose your accumulated annual leave. See [Rule 4. Time Off](#), Section C. Annual Leave, Item 2.h. "When an employee is transferred within the Unified Personnel System the employee's accumulated annual leave will also be transferred and such leave, when taken, will be chargeable to the department to which the transfer was made." Call HR's Records Administration Division at 464-3367 if you remain concerned.

### Use It or Lose It!

For those who have not used their Personal Day or Floating Holidays, the last day to use them is **December 24**.

If a Personal Day is taken immediately before or after a recognized holiday, it must be scheduled and approved in advance.

## BIOMETRIC SCREENING and HEALTH SURVEY

**IMPORTANT:** You must complete your biometric screening and online health survey (formerly known as a health assessment) **by December 31**, 2016, to earn the preferred premium in 2017.

**First**, get your biometric screening at your doctor's office, a local lab, or a [convenience care clinic](#). Required information includes blood pressure, cholesterol, height and weight.

**Next**, complete the health survey in your [Rally account](#). If you haven't used Rally before, you'll need to create an account. Use our [Help Guide for Rally](#) for step-by-step instructions.



Find out more with our [FAQs](#).

When you complete the screening and the survey, not only will you avoid a \$500 surcharge in 2017, you'll learn more about the status of your health.

If you need more information, call the Wellness Program at 464-4049 or email [wellness@pinellascounty.org](mailto:wellness@pinellascounty.org).



*Pam Dubov, continued from page 1.*

While I've been involved in the community for a long time, my experiences in the outreach ministries at St. Paul have been my favorites. We have a Back-to-School Jubilee each summer that serves 300 to 400 children by providing shoes, socks, backpacks and school supplies. Our Open Arms ministry also provides groceries to thousands of people each year, Thanksgiving turkeys and food baskets to 400 families, and toys to over 500 children each Christmas. It's amazing to see how those in the church are touched by their service to others – and there is nothing quite like the joy on a kid's face when they are given an unexpected gift!

***What accomplishments are you most proud of?***

Besides the good work, done year-in and year-out by the folks who work here, I am very pleased with the way our office worked to redefine our job classes for both appraisers and administrative-type roles. With budget cuts, we had to find new ways to work, cross-train, and select people for promotion. It was a painful process, but I think we have a more flexible workforce now made up of people who can fill a variety of roles based on workload.

On a more personal note, I am glad that I was here to be a voice for the public when the flood insurance crisis hit in 2013. Pinellas County was and is ground zero for the potential negative impacts of flood insurance reform on individual property owners and the overall real estate market – even though we are not a location that has caused the national program to build up a huge deficit.

Trying to get Washington, D.C. to listen to reason and understand what they were doing to our local property owners was as frustrating a drill as I've ever been through. Thankfully, our local congressional delegation David Jolly, Gus Bilirakis, and Cathy Castor understood the issue and fought for us. Congress has only kicked the can down the road toward solving the problem, so I hope property owners and our local office holders will keep an eye on the effects of rising flood insurance costs. As I watch weather-related disasters

around the country from wildfires, tornadoes, earthquakes, and hurricanes, I am of the firm belief that a national catastrophic insurance program is the only way to solve insuring people against weather/climate related losses. The resistance from our federal government and FEMA's unwillingness to defend their flood insurance rates is mind-boggling.

***You have been commissioned as a Deacon in the United Methodist Church and serve as a Minister of Outreach and Missions at St. Paul's United Methodist Church in Largo. What will that entail?***

As a clergy woman, my heart's desire is to share the love of Jesus Christ with those who don't know him – especially the least, lost and loneliest among us. My call as a Deacon is to connect the congregation at St. Paul to the needs of those in our community who live in poverty, who are homeless, who are children without role models to guide them, who are elderly and home bound without family to help them, and others who have no voice. The Deacon's role is to help the church be the visible presence of God in the lives of society's most vulnerable people. I hope to engage St. Paul in school partnerships with elementary, middle and high schools and to expand the congregation's robust outreach ministries.

***What advice, if any, do you have for your successor, Mike Twitty?***

I'm sure Mike doesn't need much advice from me. He is an accomplished appraiser who has run a business for many years. My suggestions for him would be to take time to get to know the staff and managers we have in place. They know how to do their jobs and can carry the load while Mike learns the statute-driven calendar that governs our annual work cycle.

Lastly, I'd remind Mike that we can't always make every taxpayer happy, but we can bend over backwards to be kind, compassionate, and respectful even when we have to say no. He's had to earn the trust of his customers in the private sector. The same holds true in public office.

***What advice would you like to give your employees?***

I worked in the office for almost twenty years while Jim Smith was the Property Appraiser and then another eight as his replacement. I know Mike Twitty will bring a fresh perspective and new insights to an office that has had the same leadership for the better part of three decades. I encourage all the staff to be open to change and new ideas. I also encourage our staff and everyone who works for the County to remember always that it is a privilege to serve the public and that our interactions with the people we serve will shape the public's impressions of government service and of the people who work in local government.

I'd like to encourage every County employee to pursue new educational opportunities whenever possible. I've been accused of being a professional student, but the fact is I've never considered my education complete. In a world that is changing rapidly, I encourage all of you to look for ways to keep up with changes in technology and to further your education. I came to the Property Appraiser's Office expecting to be a computer geek (apologies to my BTS friends) for my entire career. As I pursued a variety of educational programs, my career took turns that I'd never planned for – and I wouldn't change a thing if I had it to do all over again!

My prayer for all the good folks who work for Pinellas County and in the offices of the Constitutional Officers, is for your lives to be blessed by love, good health, laughter and joy – now and always. It's been a privilege to know and work with you. God bless you and those you love.





## Effective Ways to Manage Your Outlook Inbox



*Do you ever find yourself struggling to keep up with your email?*

Without a means to organize email, most people are overcome with messages, many of which may be useless to your day-to-day work. These tips on processing email from the time they hit your Outlook Inbox may help you manage your email and overall time.

### Utilize the Four Ds:

**DELETE** – About half of all email you get can be deleted immediately. Having trouble letting go? Ask yourself these questions:

- ▶ Does this message relate to a meaningful objective I am working on? No, delete it!
- ▶ Can I find this information elsewhere? Yes, delete it!
- ▶ Will I refer to this information in the next 2 months? No, delete it!
- ▶ Am I required to keep the data found in this message? Yes, save a copy in Word/PDF.

**DO** – Can't delete the message? Can you take the required action needed in two minutes or less? You will be extremely surprised with how much email you can process in less than two minutes. Most people handle about one-third their email in under two minutes.

- ▶ Pick up the phone, visit the person in-person or set up a meeting.

**DELEGATE** – Can't delete the message or unable to do the required action in two minutes or less? Can you forward the email to another team member to take appropriate action?

- ▶ Forward the message and then delete the original; you will have a sent message for reference.

**DEFER** – Can't delete the message, handle it in two minutes or less, and can't delegate? About 20% of email messages have to be deferred because they need more time to complete and/or can only be completed by you.

- ▶ Create a task or appointment to remind you of the necessary action needed.

Using the four Ds on a daily basis can make it easier to manage a large quantity of email. Most people can process about 100 email messages in an hour. If you start with your backlog of emails, you will quickly be able to apply the 4 Ds on new email and moving forward on a daily basis.

### Remember:

- 50% of email messages can be deleted or filed
- 30% of email messages can be delegated or completed in less than 2 minutes
- 20% of email messages can be deferred to a task, appointment or colleague to complete later
- 100% manageable**

### ULearnIT

"Microsoft Outlook 2013 Inside Out": Chapter 9 – Managing Your Email - Library ID 102538

"Microsoft Outlook 2013 For Dummies" – Library ID 52826

To find additional information on this topic, access our [Training & Development Resources](#) page.



### Have you seen the latest **Two-Minute Tuesday** videos?

**'Tis the Season to Spend Wisely** - Tips and wisdom from our friends at Consumer Protection.

**Holiday Lights in the Gardens** - Visit the Florida Botanical Gardens and witness this special annual event now until December 31.

View these videos and subscribe to future videos at [www.pinellascounty.org/hr/two](http://www.pinellascounty.org/hr/two).

## Just in time! Last-minute gift ideas

Contributed by Emergency Management

Santa is not the only one with a list to check twice. We are always making lists of things we need in the case of an emergency. The good news is that many essential items can double as excellent gifts. Pinellas County Emergency Management offers some suggestions for gifts that keep on giving:



**Radios:** Almost everyone loves a good radio. The first one to consider is a battery or electric powered (with battery backup) NOAA Weather Alert Radio, found in most hardware stores or online, along with a huge variety of other types of emergency radios, from battery-powered handheld radios to crank-style radios complete with TV.

**Campers delight:** Battery-powered lanterns are another popular gift. Again, styles range from basic to elaborate and double for essential equipment for camping or outdoor entertaining. Flashlights and backup emergency lighting run along the same lines: frugal to fancy. What home doesn't need them?



**Home essentials:** A lot of people appreciate gifts for the home, since it is often difficult to fit important purchases into the household budget. Smoke or carbon monoxide alarms are something every home should have. Another good gift is a waterproof fire box. Not only will it keep valuables safe and sound, it offers a safe place to put all of their important papers. Make sure it is small enough to grab and go.



**Battery backup:** How would your loved one keep in touch with you - or play video games for that matter - without power for their mobile devices? Rain or shine, backup batteries are always a good bet for gift giving. Some make great stocking stuffers. Others are equipped to charge a phone several times and even handle laptops. Consider a



solar backup battery to ensure that they stay in touch for the long haul. And don't forget a charger for the car!

**Water storage:** Pretty basic but storing water is not always the first thing that people think about. If you search online for water storage containers, you will be greeted with a plethora of water storage options. In addition to making recipients well prepared, the collapsible options are easy to carry and make a good utility player on the sports field or picnic in the park.

**Activities:** Why not put together a non-powered activity kit? Include playing cards, puzzles, kids and adult coloring books and crayons/markers/colored pencils. Useful during times when power is shut off - but also a nice way to spend some 'disconnected' time together.

**And the pets:** Who doesn't love getting a gift for their four-legged children? A carrier for a pet is a nice gift - make it fancy if you like. Portable bowls and other fun items are sure to come in handy in the dog park and become essential during evacuations.

**Batteries!** Need we say more?

For more information on preparing for emergencies, visit the Pinellas County [Emergency Management website](#) or call (727) 464-3800.



### In case you missed it!

In the December [To Your Health](#): stress relief and mindfulness; holiday wellness; WalkingU photos; and more.

December's [Leadership Notes](#): *Know Your Responsibilities*



# SERVICE ANNIVERSARIES

## 40 YEARS



Jim Fletcher  
*Business Technology Services*

## 30 YEARS



Dawn Lindgren  
*Engineering &  
Technical Support*



Dwight St. Clair  
*Clerk of the Circuit Court*



Pete Brosey  
*Marketing & Communications*

## 20 YEARS



James Moseley  
*Utilities*

Eddie Ramos  
*Real Estate  
Management*



Carl Olsen  
*Real Estate  
Management*

Wendy Reagan  
*Public Works*



## Unavailable for Photo

### 30 Years

Susan Scholpp, *Public Works*

### 25 Years

Ronald Hom, *Public Works*

Ildiko Moffat, *Clerk of the Circuit  
Court*

### 20 Years

Melissa Collins, *Clerk of the  
Circuit Court*

Shawnee McQuillen, *Utilities*

## 15 YEARS

Kellie DiGennaro..... Clerk of the Circuit Court  
Alan Hebdon..... Clerk of the Circuit Court  
John Leahy..... Utilities  
Todd Luce..... Utilities  
Sandra Plank..... Property Appraiser's Office

## 10 YEARS

Sharon Beacht ..... Purchasing  
Linda Brian..... Clerk of the Circuit Court  
Anita Castricone..... Building Services  
William Cipoth ..... Utilities  
Laura DeVinney..... Building Services  
Marguerite Green..... Clerk of the Circuit Court  
Sean Griffin..... Real Estate Management  
Adryan Higgins..... Utilities  
Jeffrey Johnson ..... Utilities

## 5 YEARS

Charles Diamond..... Clerk of the Circuit Court  
John Farag..... Business Technology Services  
Toni May ..... Tax Collector's Office  
Alexis Oliver..... Safety & Emergency Services  
Otto Sandleben..... Safety & Emergency Services  
John Smith..... Real Estate Management

## 3 YEARS

Khalil Abdur-Rahim ..... Clerk of the Circuit Court  
Kimberly Belanger ..... Business Technology Services  
Christopher Campbell..... Utilities  
David Cates..... Safety & Emergency Services  
Jeffery Coleman ..... Utilities  
Michael Daly ..... Property Appraiser's Office  
Sara Delli Fraine ..... Property Appraiser's Office  
Tameka Denmark ..... Safety & Emergency Services  
Nicholas Eilerman ..... Parks & Conservation Resources  
Vienda Facyson..... Clerk of the Circuit Court  
Bruce Fitzpatrick..... Clerk of the Circuit Court  
Daniel Glaser..... Engineering & Technical Support  
Brenna Haggard..... Tax Collector's Office  
Da Nien Hoang..... Utilities  
Melissa Kennedy..... County Attorney  
Leyna Lacognata ..... Safety & Emergency Services  
Melissa Magelnicki ..... Convention & Visitors Bureau  
Rafael Ramos Candelario..... Real Estate Management  
Jason Schuler..... Real Estate Management  
Kristen Viola..... Utilities  
Angel West..... Safety & Emergency Services  
Corey Whitson..... Solid Waste  
Rebecca Windish ..... Public Works

## RETIREMENTS

### Unavailable for Photo

#### Over 28 Years

**Ellen Babb**, *Historical Museum  
Operations Manager, Parks &  
Conservation Resources/Heritage Village*

**Thomas Pilz**, *Automotive Equipment  
Operator 3, Natural Resources*

#### Over 22 Years

**Joseph Grabowski**  
*Airport Firefighter, Airport*

## REPCO News

**REPCO's** January 9 meeting will be held at Applebee's Restaurant located at 5110 East Bay Drive. The meeting will start at 11:30 a.m. and the speaker will be financial planner, Curtis Chambers, with LPL Financial to inform attendees about financial planning opportunities for retirement. If you have questions, contact Rudy Garcia 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.

## Upcoming Training Classes

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

### Getting Ready for Retirement 1/24/17, 8-12

A retirement benefit is part of your total compensation package. Come learn how you can use this benefit with Social Security and your personal savings to create a comfortable retirement. Key topics include the Florida Retirement System, Social Security, deferred compensation, and retiree insurance.

### Give 'em the Pickle, 1/25/17, 1-4:30

This introductory course in customer service teaches the concept of internal and external customers and the skills required to help relate to others who depend on your customer service. Key topics include service, attitude, consistency, and teamwork.

### Project Management, 1/26/17, 9-12:30

Have you been asked to manage a project, or do you have tasks that could be made easier with some management insights? This seminar will help you to envision, plan, implement and evaluate a major project. These skills can also be used to successfully manage your regular workload.

Find a complete list of courses with descriptions in the [2016 - 2017 Consortium Training Catalog](#) which is continually updated. Need assistance? Contact Training and Development at 464-3796 or email [training@pinellascounty.org](mailto:training@pinellascounty.org).

## Promotions

Promotions listed are for November 2016.

### Board of County Commissioners

#### Development Review Services

Steven Krok ..... Code Enf Ofcr

#### Environmental Management

Michelle Monteclaro ..... Envir Spec 1

#### Parks & Conservation Resources

Heather Culligan ..... Hist Mus Opns Mgr

#### Public Works

Rahim Harji ..... Pub Wks Dir

Stanley Haugabook ..... Crew Chf 1

#### Real Estate Management

Greg Concannon ..... Facility Mgr

#### Solid Waste

Becky Fancher ..... Acctg & Fin Tech

#### Utilities

Daniel Glaser ..... Eng Sect Mgr-PE

Thomas Menke ..... Eng Sect Mgr-PE

Carolyn Murray ..... Acctg & Fin Tech

Jeremy Waugh ..... Eng Sect Mgr-PE

### Business Technology Services

Odessa Green ..... Acctg & Fin Tech

### Clerk of the Circuit Court

Alexander Gonet ..... Info Tech Sys Analyst 2

Rachel Wyllie ..... Info Tech Sys Analyst Spec

### Tax Collector's Office

Mary Beth Larsson ..... Tax Tech Ld



# Welcome Aboard!

## Board of County Commissioners

### Airport

Richard Davis .....Airport Firefighter

### Animal Services

Travis Freed .....Ani Svcs Rep

### County Administration

Christine Covais..... Exec Admin Spec

Canaan McCaslin ..... Spec Asst Co Admin

### Convention & Visitors Bureau

Craig Campbell.....Sr CVB Sales Rep

### Development Review Services

Jeffery Rast.....Code Enf Ofcr

### EMS/Fire Administration

Tina Wilson .....Acct Sr

### Human Services

Rosemary Kern .....Elig Spec

### Management & Budget

Laura Gardner..... Acctg & Fin Tech

### Parks & Conservation Resources

Erick Patmon.....AEO3

### Public Works

Todd Berry .....Traf Sig Tech

Gary Brinson.....Trne UF A

Andrew Carr .....Crew Chf 1

Carl Hunter.....Crew Chf 1

John MacCracken .....Trne UF A

Eric Petersen ..... Craftwkr 1

Wesley Sonnenberg.....Fld Insp 1

### Real Estate Management

Donald Moore..... Mgr Fleet Opns

Eddie Ramos..... Craftwkr 2

### Solid Waste

Katie Balut..... Wk Plng Coord

Jacob Reed ..... Wtr/Wstwtr Plt Oper 1

### Utilities

Jabari Brown ..... Maint Wkr

Phillip Charles ..... Maint Wkr

Carl Davis ..... Eng Spec 1

Tyrone Davis..... Maint Wkr

Joseph Doiron.....Elect Equip Tech 1

Alex Flake..... Maint Wkr

## Property Appraiser's Office

Sandra Leggett.....Exec Asst PA

Jessica Maier..... Prop Rclds Asst



New Employee Orientation class November 14



New Employee Orientation class November 28



### Find it Fast: HR from A to Z

Find what you need on the HR website quickly and easily with the [A to Z Index](#). Access the link on the blue menu bar from any Human Resources web page. New index items are added frequently. [Let us know](#) if you have items to add.



## THE RECORD KEEPER

### Holiday Wishes

All of us at Records Management would like to take a moment to offer our best wishes to you for a very blessed holiday season and a prosperous new year.

We look forward to working with you in 2017!



## Create Sustainable Solutions

Vision • Innovation • Collaboration

UF/IFAS Extension, Pinellas County, wishes you a merry and **Healthy Holiday**.

Questions? Contact **Mary Campbell**,  
UF/IFAS Extension, Pinellas County

Want more information?

[www.pinellascountyextension.org](http://www.pinellascountyextension.org)



*Season's Greetings*

UF IFAS Extension

**UF** | IFAS Extension  
UNIVERSITY of FLORIDA

## Consumer Corner



Connie Consumer



The holiday shopping season is upon us. Before we get caught up in the maze of discounts and deals here are three tips to help save you time, money and protect your credit.

**Shop Smart:** Everyone wants to save money and get the good deal. The best way to save is to compare before you buy. The internet is an easy and fast way to compare items for the lowest prices. There are several apps that will notify you when an item goes on sale. Don't forget to apply coupons or promo codes and look for retailers that offer free shipping. A little time can save you a lot of money.

**Lowering the Score:** Almost every store now offers a discount off your first purchase when you sign up for a credit card. Keep in mind that applying for a credit card will result in a hard inquiry that may cause your credit score to drop. The more cards you apply for, the bigger the hit. Carefully consider whether the initial savings is worth the potential drop in your credit score rating.

**Deal or No Deal:** There are a lot of good deals on holiday travel, but don't be fooled by the advertised price. Additional fees can turn a good deal into not so good deal. When traveling, it's important to eliminate unexpected fees, so factor in for things such as:

- Additional baggage fees
- Seat assignment fees
- Airport parking fees
- Transportation once you've arrived at your destination
- Potential roaming fees charged by your cell phone service provider

Watch the Two-Minute Tuesday "[Tis the Season to Spend Wisely](#)" for even more tips like setting a budget and safe shopping on the internet.

For more information, to file a consumer complaint, or check the complaint history of a business, call Pinellas County Consumer Protection at (727) 464-6200 or visit [www.pinellascounty.org/consumer](http://www.pinellascounty.org/consumer).





Employee and family news including kudos, weddings, births, graduations, memorials, and classified ads. Send your news to [employee.communications@pinellascounty.org](mailto:employee.communications@pinellascounty.org) or call 464-5098.

## The Great American Teach-In 2016

Many departments and Appointing Authorities participated In the Great American Teach-In. The BCC had at least 14 departments participate including Animal Services, County Administration, Development Review Services, Economic Development, Environmental Management, Human Services, Marketing & Communications, Mosquito Control, Parks & Conservation Resources, Real Estate Management, Regional 9-1-1, Solid Waste, Stormwater, and Utilities.



### Economic Development at Bay Vista Fundamental in St. Petersburg

Submitted by Stacey Swank, Economic Development

(Cynthia Johnson and Jenee Skipper visited with the 3rd grade students of Bay Vista Fundamental in St. Petersburg.) We had the kids think of a business idea and they worked on a Kid Friendly Business Plan. One of the students, Annabelle, told us 'this was the best day of her life.' They asked us to take a funny face picture. Needless to say we were all smiles.



See more [Great American Teach-In photos](#) here! (internal link)

### What Does a Park Ranger Do? Group 1, Parks & Conservation Resources

Submitted by Pam Traas, Parks & Conservation Resources

When the memo came out, the Park Rangers in Group 1 (Howard Park, Anderson Park and Wall Springs Park) jumped at the chance to participate in the Great American Teach-In. Tarpon Springs Elementary School was thrilled to have us. The theme was "What Does a Park Ranger Do?" We were given the art classroom and quickly set up our three stations. First was "**Safety and Security**" where the children put on Ranger safety vests, wrote a warning ticket, then learned about radio communication and first aid. Next was "**Keeping Our Parks Clean**" where children reached into touch boxes (made by Rangers Marshall and Tullo) and guessed what items should not be left behind after a day at the beach. Then they found out how very long different objects take to degrade. The final station was about "**Taking Care of the Plants and Animals**" where children learned about native plants, owls, snakes and gopher tortoises as well as how Park Rangers educate others on their importance by giving interpretive programs. It was a wonderful day for all as well as a great way to partner with our local schools and community.

The Park Rangers that participated were: Anita Parker, Andy Bianchi, Hermal Marshall, Andrew Tullo, Clare Lewis and Pam Traas.





## Classified Ad

**For Sale LG Washing Machine Model WT1001CW**, 3.4 Cu Ft. 2 years old in excellent condition. Complete with hoses and manual. \$285.00 cash only. Call or text 727 424 4845.



## *Gone but not Forgotten*

*The Pen is saddened to report the passing of the following retirees:*

**Luise Borgers**, 93, passed November 15, 2016. She retired from the Clerk's office in 1990 after nearly 30 years in service. She is survived by a daughter and two sons, six grandchildren and 14 great-grandchildren. Memorials may be sent to Suncoast Hospice, 5771 Roosevelt Blvd., Clearwater 33760.

**Ruth G. Glennie**, 95, of St. Petersburg passed away December 10, 2016. She retired from the Juvenile Welfare Board in 1983. She is survived by a son and daughter-in-law, four grandchildren, 10 great-grandchildren, five great great-grandchildren, and nieces and nephews.

**Alvin Taylor** passed November 11, 2016. He retired from Pinellas County in 1999. He is survived by his wife, daughter, son and four grandchildren.