

C O N N E C T I O N

Your Source for Employee Information



## Back to School

Staff from the **District Clerk's** office show off the results of their school supply drive in August to benefit CASA of Collin County. Office staff went a step further by raising an additional \$160 in cash to help CASA meet school supply needs for fall classes.

## Walk Across Texas teams forming now for Sept. 20 start

### Are you ready for Walk Across Texas 2015 ... Round 2?

Sponsored by Texas A&M AgriLife Extension Service and United Healthcare (UHC), we'll start on Sept. 20 and end Nov. 14, just in time for the holidays.

Did you know that the "average" person gains about 7 pounds during the holiday season (Halloween to Valentine's Day)?

So get a head start on losing a few pounds or maintaining your current weight by walking across Texas with us.

Walk Across Texas works simply: teams of 8 pool their miles to see if they can walk the 800 miles across Texas in eight weeks.

Team members don't work out together;

in fact, they may not even know each other.

Team members may be recruited from coworkers, friends, family or neighbors. Each team needs a captain and a name. To help identify county teams, each team name should start with "CC" (Collin County).

All team members report their weekly miles to their captain, who enters it online. At the end of the 8 weeks, team members complete a wrap up form and the captain enters it.

Don't enjoy walking? No problem. A calculator is found on the website and converts all kinds of activities into miles that are then entered online.

We'll have weekly random drawings to keep everyone motivated and to add a little fun.

Details are still being developed but get your walking shoes ready to go. We're heading to El Paso (or beyond) in September.

Gather your team and email **Carrie BRAZEAL** with your team name and your captain so that you will start getting more information.

If you don't have a team or need a member or two for your team, let her know and she will try to make accommodations. Questions? Email or call Carrie at Ext. 4231.

See related articles on exercising and our new walking trail on **Page 3**.

# Purchasing cited for excellence, 13 years running

**Collin County's Purchasing department has been awarded the prestigious 20th Annual Achievement of Excellence in Procurement Award (AEP) for 2015 from the National Procurement Institute (NPI).**

The AEP Award is earned by public and non-profit organizations that obtain a high application score based on standardized criteria. The judging criteria are: Innovation, Professionalism, E-Procurement, Productivity, and Leadership.

This program encourages the development of excellence as well as continued organizational improvement to earn the award annually.

Collin County is one of only seven counties in Texas to earn

the award, and 2015 marks the thirteenth year in a row that Collin County has been presented the award.

In addition to NPI, the Achievement of Excellence in Procurement Award is sponsored by the California Association of Public Procurement Officials (CAPPO), Florida Association of Public Procurement Officials (FAPPO), the Institute for Supply Management (ISM), NIGP: The Institute for Public Procurement, the National Association of State Procurement Officials (NASPO), the National Association of Educational Procurement (NAEP), the Texas Public Purchasing Association (TxPPA) and The Canadian Public Procurement Council/Conseil canadien des marchés publics (CPPC-CCMP).



## Recognition for *Laserfiche* Team Work

Members of Information Technology, the County Clerk's Office and the Records Department were recognized in August for their work with the Laserfiche digital archiving system by MCCI, maker of the software program. The Experiencing *Excellence with Laserfiche as an Enterprise Solution* was presented to the group by an MCCI official during Commissioners Court Aug. 17.



# Get Up & Go!



**Texas A&M AgriLife Extension, Human Resources and UnitedHealthcare helped sponsor a Get Up and Go breakfast in early July on the new walking trail for the county campus, where participants got homemade muffins, advice from a fitness expert and, of course, a brisk morning walk.**

County Commissioner Precinct 1 **Susan FLETCHER** stopped in to help get things started. "It's my hope that this walking trail will not only serve as a pathway to the courthouse, but it will also serve as a pathway to health and wellness."

**John SHAPIRO** of "Run On!" was there to give some health and fitness tips.

Special thanks also go out to **Cece LEGGIERI, Anna Belle DARLAND,** and **Carrie BRAZEAL** for helping organize the walk and to Collin County Human Resources for approving funding for the breakfast from the Collin County Courthouse Café.

**Kaila COHEN**, UnitedHealthcare's Nurse Liaison for Collin County, praised employees who committed to start their day with their coworkers for a walk on the new trail.

## Short Workouts Can Be Good for Your Heart

**Don't avoid exercising because you don't have enough time. Even quick workouts can benefit your health. The American Heart Association recommends that adults do some form of physical activity for at least 30 minutes most days of the week.**

The good news is that you can break up this activity into 15-minute sessions.

Aerobic exercise helps the heart be-

come stronger and work more efficiently. Short, 15 minute bursts of activity can reduce your risk of heart disease.

You can get an aerobic workout from numerous activities, such as:

- ◆ **Biking**
- ◆ **Brisk walking, jogging or running**
- ◆ **Swimming**
- ◆ **Dancing**
- ◆ **Jumping rope**
- ◆ **Using exercise machines like the treadmill, stationary bike, rowing machine or stair climber**

What's most important is simply that you get moving.

It can be overwhelming to know where to start, so talk with your doctor to find a level of activity that is safe for you. In addition to doing what you typically think of as exercise, you can also get aerobic workout benefits during daily activities. House cleaning and gardening can raise your heart rate.

Playing sports like softball and volleyball can also get your heart pumping.

Remember to check with your doctor before starting an exercise program. Then take 15 minutes and make them count for your heart health.

-- **Kaila COHEN**, *UnitedHealthcare* Nurse Liaison for Collin County



## Teen Court

Collin County Teen Court (above) held its annual volunteer and scholarship banquet and awarded \$4,000 in scholarships to local kids who volunteered their time during their high school years to the program.

A special thanks to adult volunteers that mentor our students: **Kyle THERRIAN, Bob DAVIS, Tomekia Lee CHANEY, Hannah STROUD, Angela LAUGHLIN-BROWN, Douglas PARKS, and Sheryl ADAMS.** Administrative Services staff provided dessert for the event --**Georgia SHEPHERD, Nicole GILLESPIE, Teresa MERCER, and Hilari MONK.**

And scholarships were made possible by these donors: The *Collin County Defense Lawyers Association*, the Junior League of Collin County, **David McCALL, Bob DAVIS, Matthews, Stein, Shiels, Pearce, Eden & Davis, Banowsky & Levine, Bill BILYEU, Stacey KEMP** and Judge **Paul RALEEH.** Two students will be attending the *University of Texas Business Honors* program and one will be attending *James Madison University.*



### ▲ 25, 30 years service

**Caren SKIPWORTH**, IT Director, and **Kelley STONE**, Director of Homeland Security, were given their 25 and 30-year service anniversary pins, respectively, by County Administrator **Bill BILYEU** in August.



### ▲ 15 +15

**Ramona LUSTER**, GIS Coordinator, and **Bret FENSTER**, GIS Analyst, received their 15-year service anniversary pins from IT's **Tim NOLAN** (right) during Commissioners Court in mid-August.

### ◀ 25 years service

**Leisa COPIN**, IT Analyst, received her 25-year service pin from IT Director **Caren SKIPWORTH** in mid-June during Commissioners Court.



## Facilities Maintenance

**Phillip TALLETT** recently received his 20-year pin. He works under the direction of **Terry BABBITT** as a Facilities Maintenance Technician. Phillip's career with the County started in July 1995 as a Groundskeeper. He was promoted to a Maintenance Specialist then later to Tech I. Phillip worked the compressed night shift for 8 years and was responsible for general maintenance and operation of the Detention Facilities after hours, but also responded to calls for any after-hours needs in all the county buildings.

**George KING** received his 10-year service pin, after beginning his career with Collin County in August 2005 as a Control Room Operator/Rover. George was promoted to the Utility Manager position in October 2013 and is under the direct supervision of the Facilities Director **Dan JAMES**. George's responsibilities include utility billing and meter monitoring of emissions and kilowatt usage, maintain accurate records to meet state requirements, monitor optimization of chillers, pumps and VAV boxes, identify and manage opportunities to receive incentives or grants related to energy management. He also maintains accurate records of revenues generated by the energy consumption reduction programs such as ERS – Emergency Response Service, CLM – Commercial Load Management and 4CP – 4 Coincident Peak.

## 21 Years Service

**Janell DAVIS** celebrated 21 years of dedicated service to Collin County. She started her journey with Collin County in June 1994, serving such departments as the Justice of the Peace Precinct 3-1 with **Tom KELLY** and the County Clerk's office as an Office Coordinator.

She began with the Collin County Substance Abuse Program (CCSAP) in 2006, providing exemplary support to all Collin County residents seeking services for drug and alcohol issues. Janell has consistently demonstrated a great deal of care and concern to CCSAP adults, adolescents, and families. There have been several times where Janell was consoling a distraught parent looking for help for their child.

Janell has been more than a dedicated servant to Collin County. She has been a friend and support to all who have had the pleasure to work with her. She stated her plans for retirement are not set but she would like to retire at her lake cabin in Eufaula, Okla., with her husband, Larry.



## District Clerk Anniversaries

Brian EDWARDS, a Deputy District Clerk, (above) received his 15-year service anniversary pin from District Clerk **Andrea THOMPSON** in August. Left, **Amy MATHIS**, also a Deputy District Clerk, received her 20-year anniversary pin during the same Commissioners Court meeting.



## 20 years service

**Lucretia BARCH**, Probate Auditor, received her 20-year service anniversary pin from Probate Judge **Weldon COPELAND** in August.



### ◀ Life-Saving award

Sheriff **Terry BOX** presented Detention Officer **Jaime COOK** (third from left) with the Life Saving Award for his heroic actions. Officer Cook responded to a critical situation that resulted in him saving the life of a child.

### ▼ Peace Officer Course

**Sheriff Box** recently congratulated several employees on their completion of the Basic Peace Officer Course in an Oath of Office ceremony: (left to right) **Sgt. Curtis JOHNSON, Timothy JONES, Chauncey JONES,** and **Daniel CABRERA.**

## Recent Retirements



**Wendell "Skip" PILGRIM**



**Janice STEWART**



**Jim RIZZO**

## Recent Promotions



**Todd EADES**, to Assistant Communications Supervisor.



**Jamie TAYLOR**, to Inmate Program Coordinator.



**Kevin CHRISTIAN** to Jail Sergeant.



**Frederico MARTINEZ**



**Jimmy WARNELL**

# Some expert information, advice on social media

Social media sites, such as *Facebook*, *Twitter*, *Instagram* and *LinkedIn*, are amazing resources, allowing you to meet, interact and share with people around the world.

However, all this power also brings risk for you, your family, friends and employer.

In this excerpt from the Security Awareness Newsletter *OUCH!*, these dangers are explained, along with advice on how to use social media sites securely and safely.

## Privacy

A common concern with social media is protecting your personal information. Potential dangers include:

### • Impacting Your Future:

Some organizations search social media sites as part of background checks. Embarrassing or incriminating photos or posts, no matter how old, could prevent you from getting hired or promoted.

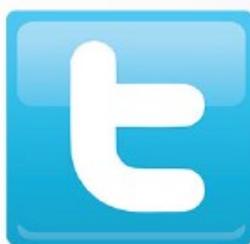
In addition, many universities conduct similar checks for new student applications. Privacy options may not protect you, as these organizations can ask you to "Like" or join their pages or certain posts may be archived on multiple sites.

• **Attacks Against You:** Cyber attackers can analyze your posts and use them to gain access to you or your organization's information. For example, they can use information you share to guess the answers to the secret questions that reset your online passwords, create targeted email attacks against you (called spearfishing) or call someone in your organization pretending to be you. In addition, these attacks can spill into the physical world, such as identifying where you work or live.

• **Accidentally Harming Your Employer:** Criminals or competitors can use any sensitive information you post

about your organization against your employer. In addition, your posts can potentially cause reputational harm for your organization. Be sure to check your organization's policies before posting anything about your job. In addition, some of your social media posts may be monitored.

The best protection is to limit what you post. Yes, privacy options can provide



some protection. However, they are often confusing and change frequently without your knowledge. What you thought was private can quickly become public for various reasons. In addition, the privacy of your posts is only as secure as the people you share them with.

The more friends or contacts you share with, the more likely that information will become public. You should assume anything you post can or will become a public and permanent part of the Internet.

Finally, be aware of what friends are posting about you. If they post something you are not comfortable with, ask them to take it down. If they refuse or ignore you, contact the social media site

and ask the site to remove the content for you. At the same time, be respectful of what you post about others.

## Security

In addition to privacy concerns, here are some steps to help protect your social media accounts and online activities:

◆ **Login:** Protect each of your accounts with a strong, unique password and do not share them with anyone else. In addition, many social media sites support stronger authentication, such as two-step verification. Always enable these stronger authentication methods whenever possible.

Finally, do not use your social media account to log in to other sites; if it gets hacked, then all of your accounts are vulnerable.

◆ **Privacy Settings:** If you do use privacy settings, make sure you review and test them regularly. Social media sites often change privacy settings and it is easy to make a mistake. In addition, many apps

and services let you tag your location to content that you post (called geotagging). Regularly check these settings if you wish to keep your physical location private.

*If you have any further questions about network security and your desktop computer system, please call the It Help Desk, Ext. 4540, contact **Jon TID-***



***WELL**, IT Security Officer, at Ext. 4556.*

**CLASSIFIED**

**COSMETICS:** 3D+ Mascara, bronzers, mineral eye pigments and much more! Check it out at [www.MelissasKnockoutLashes.com](http://www.MelissasKnockoutLashes.com).

**TRUCK FOR SALE:** 2007 Ford F150 STX, new tires, 110k miles, inside is clean, with one bad spot on front carpet. \$8,200 OBO. Contact : **Laronna PEEPLES** at Ext. 4670 or cell, 214-578-0994, if you have any further questions or would like to see it.



**NOTARY SERVICES:** We'll come to you for any notary need. Available evenings and weekends. Visit [Brazeeal-NotaryServices.com](http://Brazeeal-NotaryServices.com) or call **Carrie BRAZEAL** at 469-271-2377; 10% discount for county employees.

**MOTORCYCLE:** 2009 Kawasaki Eliminator 125, rated best motorcycle to learn to ride on; Super low mileage, Mint Condition – runs great. Asking \$2,000. Call Kathy at Ext. 4342.



**Schedule your Wellness Exams before the November deadline**

**Employee Health** has only so many time slots to handle Wellness Exams for 2015, so they're advising those who need to schedule an exam to do so now. This reduces insurance costs in 2016, and eligible employees receive a \$200 lump sum payment in 2015.

The deadline to file needed forms and paperwork on the exams is just a few months away.

If you've misplaced your Wellness Forms, HR has them posted on MYCC.

Completed Wellness Discount Forms must be submitted to the Human Resources Department by 5 p.m., **Nov. 30, 2015**.

To schedule an exam, call Employee Health at **Ext. 5548**.



**Citizen Prosecutor Academy**



Application Deadline: Sept. 3  
Session: Sept. 10-Nov. 12

**Applications for DA's CPA now being accepted**

What is a plea bargain? What are expunctions? What does a grand jury do?

For those who have wondered exactly how criminals are brought to justice, the Collin County Criminal District Attorney's Office Citizen Prosecutor Academy can answer all of those questions – and much more.

Criminal District Attorney **Greg WILLIS** has announced the upcoming fall session dates for the Citizen Prosecutor Academy.

This popular, 10-week course begins Sept. 10 and concludes with a graduation ceremony for participants on Nov. 12.

Collaborating with an extensive network of public servants and agencies on a daily basis, the DA's office is at the forefront of protecting the community by putting away the bad guys and holding criminals accountable. Hear from prosecutors, detectives, judges and law enforcement officials as they explain how a case develops, from arrest to trial, and subsequent appeal.

Classes for this program will meet on Thursday evenings at the Collin County Courthouse from 6:30 to 9 p.m., and the **application deadline is Sept. 3**.

Class size is limited, and those interested in attending are encouraged to apply early. Applicants must be at least 18 years of age.

To learn more about the Citizen Prosecutor Academy, visit the DA's website. For questions, please contact **Kim ALVARADO** at Ext. 4768 or email: [DA-CPA@collincountytx.gov](mailto:DA-CPA@collincountytx.gov).