



Your Source for Employee Information

Flex Spending 101

Are you facing a major surgery or medical or dental treatment in 2014? Do you feel bogged down when you have to pay your deductible out of your pocket? Do you have monthly expenses for childcare? If you answered yes to any of these questions, participation in a flex spending account may be right for you and Collin County is pleased to offer this benefit to eligible employees.

A Flexible Spending Account is an easy way that you can pay for health or dependent care expenses and, as an added bonus, get a tax break. A flexible spending account will let you set aside up to \$2,500 for eligible non-insured medical expenses and up to \$5,000 for eligible dependent care expenses on a pre-tax basis.

At the beginning of each plan year, you choose how much you want to put aside for health or dependent care. Money is taken out of your paycheck in even amounts twice a month before taxes are withheld. This reduces the amount of your pay that is subject to federal income taxes. As you incur eligible medical or dependent care expenses, they are applied to your flexible spending account, and the money you have set aside is used to pay the expense.

Although this is a great benefit, it is important to be careful in determining how much you are going to contribute to your flexible spending accounts. Collin County cannot reimburse or carry forward money left in your accounts that has not been used for qualifying expenses by the

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26 in a row

From left, Sheriff **Terry BOX**, Captain **Charles ADAMS**, Jail Operations, and **Dan JAMES**, Facilities Director, stand in front of Collin County's Detention Facility to mark the 26th straight time county's jail system passed (with flying colors) the annual inspection by the *Texas Commission on Jail Standards*. *More details on page 6.*

Go Paperless!

Foregoing those little green sheets

Every other week, hundreds of County employees get them – those green sheets that tell you it's payday. Those of us who have direct deposit look at these sheets and think, "Yippee, I got paid!"

But what happens to them after that? Do you shove it in your purse and carry it around until it's time for another cleanout? Do you throw it in the garbage? Do you toss it in the passenger seat of your car after work and then chauffeur it around for a few weeks? Do you have an entire desk drawer dedicated to green sheets?

There's a better way to keep track of your paycheck information. A way that will stop the paper clutter, help protect your personal information, cut costs, and is better for the environment – all at the same time. That way is called "going paperless."

Suppressing Direct Deposit Sheets

The first thing you need to know when going paperless is how to stop getting those green direct deposit sheets. This can be done by logging into PeopleSoft and

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Citizen Prosecutor classes begin soon

What is a plea bargain? What are expunctions? What does a grand jury do? Ever wonder exactly how criminals are brought to justice? If so, the Collin County Criminal District Attorney's Office has the perfect program for you.

The District Attorney's *Citizen Prosecutor Academy* runs for 10 weeks, from Sept. 12 through Nov. 14. 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 the program meet on Thursday nights at the County Courthouse from 6:30 to 9. The application deadline is Sept. 5. Class size is limited, so apply early. Additionally, those attending the class must be at least 18 years of age.

For questions, please contact **Leah MLEZIVA** at Ext. 3657, email lmleziva@co.collin.tx.us, or visit www.collincountyda.com.



Sustained Excellence in Purchasing

Our Collin County Purchasing Department has been awarded the 18th Annual Achievement of Excellence in Procurement Award for 2013. The award recognizes organizational excellence in procurement by public and non-profit organizations. Award criteria measure innovation, professionalism, e-procurement, productivity and lead-

ership attributes of the procurement function. Collin County is one of only 38 government agencies in Texas and 1 of only 41 counties in the United States to receive the award — and our Purchasing Department has received the award for 11 years running.

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Flex spending cont'd

end of the calendar year. This is known as the "use-it-or-lose-it" rule.

It is also important to keep in mind that you cannot make changes in contribution amounts throughout the year unless you have experienced a qualifying life event such as the birth of a child, marriage, or divorce. You should calculate health and dependent care expenses separately. The two flexible spending accounts are separate, and while you can participate in both flex spending accounts, you cannot move money between the flex medical and dependent

care accounts.

Most participants submit claims as they are incurred; however, you can submit claims for reimbursement up to 3 months into the following calendar year if the expenses were incurred prior to Jan. 1.

If you enroll in a flexible spending account there are two convenient features you may want to consider: Auto-Rollover and direct deposit.

The Auto-Rollover feature automatically keeps track of the medical, dental, and prescription costs processed by *UnitedHealthcare*. Once the amount reaches \$25, *UnitedHealthcare* will automatically issue you a check.

Direct deposit is available for both your healthcare and dependent care reimbursements. Through this feature, when you pay out of your pocket for eligible expenses, your money will be reimbursed from your flex spending account directly into your personal checking or savings account. There is no waiting for a check to come in the mail and no trips to the bank to deposit your money. You can elect to enroll in both the direct deposit and Auto-Rollover feature through www.myuhc.com.

If you have any questions about flex spending, don't hesitate to contact one of our Benefits Representatives, **Abby SPENCE** at Ext. 4602 or **Kim McPEAK** at Ext. 4687.



Moving on ...

Coworkers from the District Clerk's Office threw Nancy **SELF** (left) a retirement reception in the Central Jury Room in July. Nancy put in 27 years with Collin County. Meanwhile, the Auditor's Office said goodbye to two of its own. Below right, Auditor **Jeff MAY** presented **Randall RICE**, first assistant auditor, with a plaque in late June for his 12 years with the office. Randall moved to take a position as Auditor for Galveston County. And in July, the Auditor's staff gathered again in the Commissioners courtroom to say so long to **Janet MAUNEY**, for her 12 years in the department's Accounts Payable section.



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Green Sheets cont'd.

following the path:

Human Resources > Self Service > Payroll and Compensation > Direct Deposit

Then, follow these simple steps:

- ◆ Click on "Pay Statement Print Option."
- ◆ Select "Do not send a paper copy of direct deposit pay statement to my

home address."

- ◆ Click "Save."

And that's it. No more printed statements. Well done, you!

Viewing Paycheck Information Online

Now that you have opted to stop getting green sheets, the second thing you need to know when going paperless is how to see your paycheck information. This can be done by logging into PeopleSoft and following the path: **Human Resources > Self Service > Payroll and Compensation > View Paycheck**

To see your paycheck information, simply click on the Check Date you wish to view. This online version contains all the same information available on a green sheet.

More detailed instructions on stopping printed direct deposit statements and viewing paycheck information online is available by visiting MyCC and going to the [Human Resources PeopleSoft How-To Guide page](#). If you have any questions about getting rid of "those little green sheets," please feel free to contact Human Resources at Ext. 4606.

Texas A&M AgriLife Extension

Pam DONNELL (right, center) was recently recognized as a GEM winner for Texas A&M AgriLife Extension Service-Collin County. In coordinating an office move in late May, Pam met with various departments, worked with staff members on furniture, data and power outlet placement, and organized purging and packing. Thanks to her hard work, the office was up and running again after the one-day move. Pictured with her is **Carrie BRAZEAL**, department head and **Rick MAXWELL**.



Facilities Maintenance

Kenny CLINE, Facilities Maintenance Tech I, joined the Facilities Maintenance Team in March, and works a compressed shift as part of the Facilities Maintenance 24-hour coverage of the Detention Facilities. Kenny and his wife Kendra have two children, 6-year-old Peyton and 12-year-old Spencer. Kenny enjoys spending time helping his family and friends. Kenny worked the past 15 years as a machinist for *L-3 Communication*. He has also worked as a painter and on assembly lines. Welcome to the team Kenny.



Travis MOUNGER retired from Facilities Maintenance in mid-July. While employed here, Travis played an important role in the Detention Facilities and Administration Building's daily operations. Travis worked as a machinist and a forklift operator before coming to work for Collin County. He and his wife Ella Mae have two children and five grandchildren. Travis retired to spend time with his family and a fishing pole. Congratulations Travis and thanks for all your hard work!



District Clerk

Christina ESTRADA graduated in May 2013 with an Associate's Degree in Accounting. The District Clerk's office is extremely proud of Christina and this tremendous accomplishment that took dedication and perseverance to achieve.



- ◆ **Carol HARPER** (above, left) has joined the District Clerk's office in the Financial Department.
- ◆ **Sabrina BUTLER** (above, right) has joined the District Clerk's office in the Plano Passport Office.
- ◆ **Eloy ALVARADO** (right) has joined the District Clerk's office in Felony Collections.



Healthcare Services

Missed staples presented an occasional problem when scanning 1,472 employee healthcare charts into the new electronic medical records software, *PrimeSuite*. The staff at healthcare completed this task in three months, along with their other duties. Employee Health has been live on the new electronic software since November and was eager to go paperless except for those few occasional forms and annual updated paperwork items that they have to scan in for office visits. Hats off to staff members **Monica HAYWOOD**, **Mandie SOSA**, **Laurie CORONADO**, **Madia RIVERA**, **Christie HIX**, and **Whitney FRANKLIN**.

A Master Clerk

Congratulations to **Shannon WILLIAMS**, Justice Court 1 Court Administrator, who successfully completed the State-required course and exam to be awarded a Certified Master Justice of the Peace Court Clerk – level II Certificate, the highest educational level a Justice Court Clerk can achieve. Shannon, shown here with Judge **Paul RALEEH**, has worked for the county since 1992, including positions in the Health Department, WIC, and the Elections Office. She came to work for the Justice of the Peace Office, Precinct 1, in 1997. Shannon is one of only two certified Master Clerks in Collin County.



20 Years' Service

Deputy Constable **Kay YODER** received her 20-year service pin from Constable **Sammy KNAPP**, Precinct 3, during Commissioners court in June.



Award of Merit

Assistant District Attorney **Zeke FORTENBERRY** was presented with the Texas Young Lawyers Association President's Award of Merit, given to young lawyers who selflessly dedicate their time to TYLA activities and service to the bar. Zeke worked to organize and host the National Trial Competition where over 200 law schools compete in a trial advocacy tournament. Zeke helped draft "Criminal Law 101: Overview of the Texas Criminal Justice Process" to help young attorneys explain the criminal justice system to their clients and to help victims of crime to understand their rights. Plus, Zeke helped run the State Moot Court tournament where all Texas law schools compete in appellate advocacy.



Juvenile Detention Anniversaries



Steven JACK, 15 years



Chris JONES, 10 years



Joe SMITH, 5 years



Patricia OLIVER, 5 years



James MILLER, 5 years



Mike KING, 5 years



Javier ARREOLA, 5 years

Not pictured, **Cameron MASON**, 5 years; **Todd FREE**, 5 years; **Corey YOUNG**, 5 years; and, **Joey HARRISON**, 5 years.

26th Successful Jail Inspection

The Texas Commission on Jail Standards recently conducted the annual inspection of the Main Jail and Minimum Security. Both facilities passed all of the over 600 points inspected. This is the 26th consecutive Annual Inspection and is the 19th at the current location for successfully meeting State Standards. Inspector **Fred St. AMANT** said he would like to use the Collin County Detention Facility as an example to other counties in Texas. Sheriff **Terry BOX** stated, "I attribute the continued State Compliance of the Collin County Detention Facility to the hard work, dedication and professionalism of the Detention Facility Staff and the Collin County Facilities personnel, which is a great example of the teamwork between County Departments. I am very pleased with the results of the inspection and thank each one of you for a job well done."

Special Ceremonies

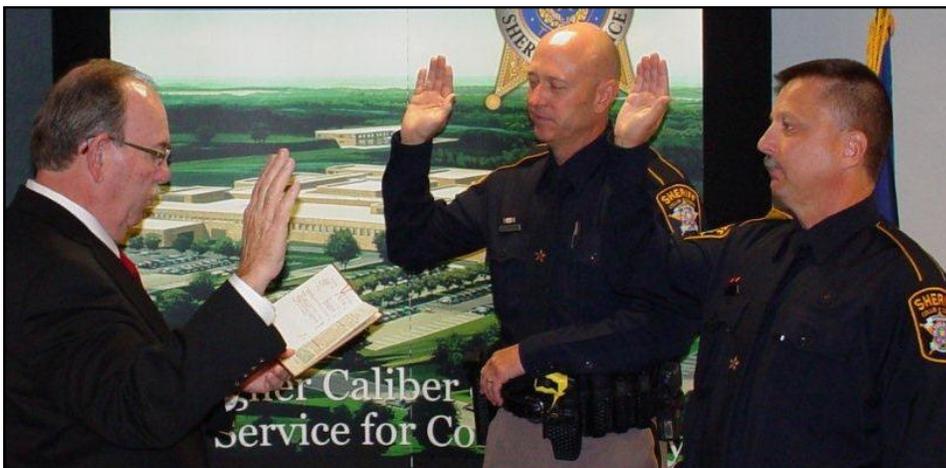
Maria LEM-ONDS received an Emergency Number Professional Scholarship at the recent APCO/TENA Conference. The scholarship assists public service professionals in reaching a higher level of 9-1-1 knowledge. Upon successful completion, Maria will receive certification as a 9-1-1 Professional.

New Deputy **Charles SI-BLEY** was sworn in during a recent ceremony by Sheriff Box.



20 Years of Service

Three employees of the Collin County Sheriff's Office have recently reached the "Twenty Years of Service" milestone. They are (above, from left): Sgt. **Kyle NEVIL**, Deputy **Oscar PEREZ** and Detention Officer **Michael WILSON**. Sheriff Box expressed his appreciation to each one for their dedicated service and presented each with an anniversary plaque.



Two new Transfer Deputies **Kevin CHRISTIAN** (center) and **Harry WHITSITT** (right) were sworn in by Sheriff **Terry BOX** (left) during a recent ceremony.



Augusta OKOLIE was promoted from Detention Officer to Transfer Deputy.



New Reserve Deputy, **Greymi ROSA**, was recently sworn in by Sheriff Box.



Peace Officer Memorial Service

The CCSO Honor Guard represented the Collin County Sheriff's Office at the annual Peace Officer Memorial Service held during May at Haggard Park in Plano. The annual service was hosted by Plano Police Department to honor the twelve Texas Peace Officers who died in the line of duty during 2012.

Remembering Richard Fields

In June, the folks in Juvenile Probation dedicated a tree to honor Deputy **Richard FIELDS** who passed away in a fire at his home in February. The event was organized by JJAEP coordinator **Felicia CHISM** and her staff in cooperation with the Sheriff's office and some help from Facilities Maintenance Director **Dan JAMES**. Several members of



"Dickie's" family, many Sheriff's officers as well as members of the JJAEP and Juvenile Probation Department attended. Deputy Fields

served as the SRO for the JJAEP for the last several years of his tenure at Collin

County. The tree is located on the west side of the JJAEP campus and can be seen out the windows of the JJAEP offices.

20 years of Service

Mike COMBEST received his 20-year pin from Juvenile Services Director **Pam HUFFMAN** in June. Mike started with Collin County as a Detention officer for the jail but soon joined the Juvenile Probation Department. He has served as a Juvenile Detention officer, Shift Supervisor, Juvenile Probation officer, Court Liaison and Unit Supervisor. He was promoted in October of 2012 to the position of Assistant Superintendent of the Juvenile Detention Center.



CSCD Anniversaries

- ◆ **Gloria BAILEY**, Administrative Manager, 35 years
- ◆ **Jane O'BRIEN**, Assistant Director, 30 years
- ◆ **Denise BIGHAM**, IT Assistant, 25 years
- ◆ **Jana DICKEY**, Supervision Officer, McKinney, 10 years
- ◆ **Melanie HERNANDEZ**, Clerk, Plano, 10 years
- ◆ **Blake GALLOWAY**, Supervision Officer, McKinney, 5 years
- ◆ **Andy NATION**, Supervision Officer, Plano, 5 years

ANNOUNCEMENTS

Rhonda WATKINS' (District Attorney's Office) granddaughter **Allie** (right) welcomes her new little sister, **Avrie Faith**, born on July 22.



Kambrie Elizabeth VEST (above, left): Born on July 22,

2013 at 10:55 a.m., 8 lbs. 5 oz., 20 3/4 inches long. Her proud parents are **Ashley VEST** (Indigent Defense) and **Billy VEST** (Transfer Staff). She was also welcomed home by her big sisters, Haylee and MacKenzie.

Brock Elijah EAVES (right): Born Dec. 6, 2012; Height: 19.75 inches, Weight: 7 lbs. 12 oz. Proud parents are **Barry and Tiffany** (Const. Pct. 4) **EAVES**. He was also welcomed home by big brother-Preston, big sister-Avery, as well as grandparents -Jerry and Sondra Eaves and Dale and Barbara Ingram.



THANKS: I want to take a minute to tell our Sheriff's Department 'thank you' for stepping up the patrol on Highway 121 from Melissa all the way to the Fannin County line. I drive this highway twice a day, five days a week and the speeders are beginning to realize that over the next hill there is probably a Collin County Sheriff. Thanks again for your efforts, I think it's working. - **Pam ENGLISH**, District Clerk's Office.

CLASSIFIED ADS

FREE BED: White Jenny Lind-style baby bed -- free for the taking. I only used it when my grandbaby visited. If you are interested, call Tawana at Ext. 5180 or 214-733-2297. You will need to come pick it up (I live about 8 minutes from the Sheriff's Office).



HOUSE FOR RENT: \$1,495/month; 3 bdrm, 2.5 bath; 9501 Woodrow Wilson Drive; McKinney City, Frisco ISD; Call Ext. 4517, or visit <http://livelovely.com/listing/10696651/9501-Woodrow-Wilson-Drive-McKinney-TX-75070>

SYLVIA & JOY'S HANDMADE CRAFTS: Wood items, Quilts, Scarves, (crocheted items), Holiday gifts & decorations. McKinney Trade Days, #245 Loftice Ln (West end on

the hill in the trees), Aug. 16-18, Sept. 13-15, Oct. 18-20, Nov. 15-17, Dec. 13-15. Sylvia Greer; 214-402-6635.

FURNITURE: Bunk bed with twin bed on top and full size bed on bottom. Stairs are also storage and drawers that can be moved to either side of the bed. Six-drawer dresser with mirror and message board. \$950 OBO. Call Ext. 3694 or email mowens@co.collin.tx.us.



TRUCK FOR SALE: 2002 Chevrolet Silverado 1500 HS Pickup; V6, 4.3 Liter; Extended cab; LS; 2WD; Automatic; Power Windows; Power Locks; AM/FM Stereo with CD Player. Air Conditioning works great.



Interior is in great shape. Low original miles: Only 69,356 miles. Has been stored in a carport. Brand new battery; nice tool box in the bed. Good tires. Cash only. Did I mention GREAT gas mileage and keyless entry? \$8,200. Call 903-271-1657.

HOUSE FOR SALE - 5-Bdrm, 3 Bath, 2780 SF house on 1.4 acres in Farmersville. Has a 2-car attached garage. and a 2-car detached garage. Square footage does not include the detached garage. This house has a beautiful updated kitchen with new stainless appliances, granite countertops with a stone backsplash, custom cherry cabinets, double convection oven and cork flooring. It's listed through Tanya Mercer with Remax Country North, MLS #11990916. Check out realtor.com or the Remax site to see pictures or contact Tanya Mercer for a showing 972-784-7800 or 972-832-5588. Asking \$269,900.

PHOTOGRAPHY: Capture a moment in time with irreplaceable photographs. See my work on Facebook, - **Nancy SELF** Photography Frame by frame - fulfilling my dream. Email or call for details. 972-754-2197 or squeezepenny@aol.com.

FURNITURE: This End Up bunk beds in Honey Pine. Can be modified to two twin beds or a loft bed. Includes ladder and Bunkie boards. Mattresses not included. Best quality in kids furniture. Asking \$300 OBO. Call or text **Linda FLANNERY**, 214-585-7404, or email wir-ickflan@yahoo.com.

