Bexar County Connection

News, events, and information for Bexar County employees

Walk and Roll to Work this Fall

The Walk and Roll Challenge starts September 1st and runs through the end of October. Bexar County has accepted the challenge. During the months of September and October Bexar County will compete with other area government agencies and businesses to accumulate the most “smart” trips per employee. Smart trips refer to commuting to and from the workplace by carpooling/vanpooling, riding the bus, walking, cycling -- anything but driving alone. So even if you must drive a car to work, you can also participate by driving with someone else.

Smart miles are recorded using www.NuRide.com, which also makes the employee eligible for NuRide rewards (coupons, retailer discounts, etc.), as well as weekly prize drawings of a $50 Visa gift card and a grand prize drawing of a $200 Visa gift card. Alternative commuting saves money, helps de-stress your travel time, reduces road and parking lot congestion, and improves your health (walking and cycling in particular). You’ll also receive satisfaction in knowing you are doing something to improve the environment, reduce air pollution, and improve the quality of life in our community.

Wellness Spotlight: Get Your Flu Shot

Flu Shots at the Clinic on September 8th

Flu shots will be available to County employees that are covered under the County’s medical plan at the Employee Health Clinic on Thursday, September 8th at 459 South Main from 12:30 p.m. – 4:30 p.m. No appointment is necessary. All other employees are subject to their insurance guidelines.

Flu shots will also be available at the Employee Health Fair on Friday, November 4th. Mini flu shot clinics will be offered at several other County locations in the fall. Watch for dates to be announced.

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Labor Day Holiday

Monday, September 5, 2011

Bexar County Connection is produced monthly by Bexar County Human Resources.

Send us your news and events information via e-mail at CountyConnection@bexar.org or via fax at (210) 335-2558.
Parsley-Buttered Pasta

Try this quick low cholesterol recipe using whole wheat pasta for a change of pace:

**Ingredients**
- 4 ounces whole wheat angel hair pasta
- 1 (8-ounce) slice light whole wheat bread
- 1 tablespoon light stick butter or olive oil
- 2 teaspoons chopped fresh parsley
- 1/4 teaspoon salt
- 1/8 teaspoon freshly ground black pepper

**Preparation**
1. Cook pasta according to package directions, omitting salt and fat.
2. While pasta cooks, place bread in a food processor; pulse 10 times or until coarse crumbs measure 1/2 cup. Combine cooked pasta, breadcrumbs, butter, parsley, salt, and pepper; toss gently. Serve immediately.

Visit [www.myrecipes.com](http://www.myrecipes.com) for more healthy recipes.

**Deer Oaks Offers Monthly Chats**

Participate in a live, online chat with a Deer Oaks counselor at [www.deeroaks.com](http://www.deeroaks.com). Chats are held from 12:15 to 12:45 p.m. and 6:00 to 6:30 p.m. every third Wednesday of the month. Upcoming Chat Topics are:

- **Breaking the Cycle of Codependency** Sept. 21
- **Smoking Cessation** October 19

Visit the National Heart, Lung, and Blood Institute at [www.hhs.gov](http://www.hhs.gov) for more information.

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**September is National Cholesterol Education Awareness Month**

Cholesterol is a type of fat found in the body. Total cholesterol is made up of low-density lipoprotein (LDL) and high-density lipoprotein (HDL). LDL is called “bad” cholesterol because it can build up in the arteries. This narrowing can slow or block blood flow and increase your risk of heart disease. HDL is called “good” cholesterol because it helps remove LDL from arteries.

High cholesterol affects over 65 million Americans. A cholesterol level of 200 mg or higher raises your risk. You can have high cholesterol and not know it. Lowering cholesterol reduces the chance of having a heart attack or dying of heart disease. Heart disease is the number one killer of Americans, men and women.

Fortunately, if you have high blood cholesterol, there are ways to lower it. Take action by following the “TLC Program” for reducing high cholesterol. TLC stands for Therapeutic Lifestyle Changes, a three-part program using diet, physical activity, and weight management. Drug treatment may also be necessary to lower cholesterol. But even then, the TLC Program should be followed.

Visit the National Heart, Lung, and Blood Institute at [www.hhs.gov](http://www.hhs.gov) for more information.
No more excuses, everyone should get a flu vaccine. Here are some common reasons people don’t want to get vaccinated for the influenza virus each year:

“Oh, the flu isn’t so bad...right?”
Wrong. The flu (influenza) is a contagious disease which affects the lungs and can lead to serious illness, including pneumonia. Even healthy people can get sick enough to miss work or school or even be hospitalized.

“But what if the flu shot makes me sick?”
The flu vaccine cannot give you the flu. The most common side effects are a sore arm and maybe a low fever or achiness. If you do experience them at all, these side effects are mild and short-lived.

“I’m healthy. I don’t need a flu vaccine.”
Anyone can become sick with the flu and experience serious complications. Older people, young children, pregnant women, and people with asthma, diabetes, heart disease, or kidney disease are at a higher risk.

“I hate shots.”
The very minor pain of a flu shot is nothing compared to suffering from the flu. For most healthy, non-pregnant people ages 2 through 49 years old, the nasal spray flu vaccine is a great choice for people who don’t like shots.

“I’ll get vaccinated only if my family and friends get sick with the flu.”
If you wait until people around you get the flu, it will probably be too late to protect yourself. It takes about two weeks for the vaccine to provide full protection, so the sooner you get vaccinated, the more likely it is you will be fully protected once the flu begins to circulate in your community.

“I don’t trust that the vaccine is safe.”
Flu vaccines have been given for more than 50 years and they have a very good safety track record. Flu vaccines are made the same way each year and their safety is closely monitored by the Centers for Disease Control and Prevention and the Food and Drug Administration. Hundreds of millions of flu vaccines have been given safely.

“It’s too late for me to get protection from a flu vaccination this season.”
Flu seasons are unpredictable. They can begin early in the fall and last late into the spring. As long as flu season isn’t over, it’s not too late to get vaccinated, even during the winter.

Please visit www.cdc.gov for more information.

If you want to participate, first you need to register with www.NuRide.com and make sure you indicate Bexar County as your place of employment. Then start recording the smart miles you take during September and October. To be counted toward the challenge, all miles must be recorded on NuRide.com by midnight November 1st.

To find out more about the Walk & Roll Corporate Challenge, please e-mail Laura Jesse at ljesse@bexar.org. You may also contact AACOG’s Challenge administrator, Annette Prosterman, at aprosterman@aacog.com.
Q & A with Melissa Plate, District Clerk’s Office

Melissa Plate currently holds the position of Senior Division Chief – Administration and Technology in the District Clerk’s Office. She worked for a law office before beginning her career with the County. Melissa has over 28 years of experience with the County. She started in Commissioners Court as the Park Secretary under Commissioner John Steen. She later moved to the District Clerk’s Office, where she has worked as supervisor for the Tax Department and Criminal Court Support, Division Chief of Criminal Courts and Court Support, and Division Chief of Operations. She has been a Division Chief for over 10 years. In 2002, she earned her certificate in Public Administration from San Antonio College.

As an employee of the District Clerk, what is your favorite part of what is sure to be a uniquely challenging job?

“With so many people frowning upon the thought of having to deal with County Government, my favorite part of my job is the look and words of appreciation or gratitude from a satisfied customer, whether it is the general public or an employee from another County office or the District Clerk’s Office.”

Tell us about a program you or your office established to improve a process or procedure.

“There are several programs I’ve been highly involved with that I believe improved processes. A few of them include, years ago when I was a lead member of the Direct Filing Task Force. This Task Force developed and instituted the procedures to get arrested persons new criminal felony charges to court faster. Today the dockets are better known as the Pre-Trial Dockets.

In 2007, I was an active member of the Compensation for Results Committee that developed a program approved by Commissioners Court to bring pay raises to County Employees based on merit. Although short lived, this program brought raises to many County employees.

Lastly, I created the procedures and worked with BCIT to automate the billing of costs due on the Attorney General Petitions for Child Support. Child Support cases are among the highest percentage of case types filed with the District Clerk’s Office.”

What are your goals for the future?

“To do my part in helping Donna Kay McKinney, the District Clerk, improve office procedures and streamlining the work flow by using all technological advances available, mostly implementation of the new Case Management System, before I retire.”

What professional accomplishment(s) are you most proud of?

“I started as an entry level clerk and worked my way up to my current position as Senior Division Chief. I gained knowledge not only from the experiences I had while working in most of the departments within the Office, but also by attending school and training while working for the County.”

What is something we don’t know about you (hobbies, interests, activities)?

“Outside of the office my main interest and desire is to spend time with my family. I also like to spend time outdoors. I live in the country and love taking care of my yard or walking in my neighborhood to stay fit. I love to spend time in Port Aransas with my family and friends.”

“Plate” continued on page 5
Is there a message you would like to impart to other County employees?
“Always remember, as a County employee your job is to serve the public and citizens of Bexar County. Appreciate the job you have. The County offers some of the best benefits you’ll find offered anywhere.”

theFund Results for 2011

The 2011 campaign for theFund was the most successful campaign Bexar County has had to date. Employees raised $32,463 that will be used to help the operations of 27 community arts organizations. This is the largest amount contributed by County employees since the first campaign in 2005 and it is a 13 percent increase over last year.

Sheriff Amadeo Ortiz and Laura Martinez, the campaign coordinator for BCSO, accepted an award for the largest percentage increase in giving over the previous year. The Sheriff’s Office increased giving by 297 percent. District Clerk Donna Kay McKinney, who also served as the campaign chairwoman, and her coordinators, Jackie Ibarra and Chris Castillo, accepted the award for the largest percent of employee participation with 73 percent of her employees participating in the campaign. Infrastructure Services Executive Director Joe Aceves and coordinator Kerim Jacaman once again accepted the award for most dollars raised overall. Infrastructure employees gave $5,291, which is also an increase of 5 percent over the department’s total from last year. The awards were pieces of art created through the community arts programs supported by theFund.

Deputy Christopher Lugo achieves New Year’s Resolution

Christopher Lugo started his employment with the Bexar County Sheriff’s Office in November 2008 as a deputy working at the Adult Detention Center. Christopher made a New Year’s Resolution in the January 2010 edition of the Bexar County Connection employee newsletter http://intra/PRM/County%20Connections.html to transfer to the Patrol Division within the Sheriff’s Office.

“My new year’s resolution is to be selected for this year’s patrol class. Being a patrol officer is a long term goal. I am grateful for the opportunity to work for the Sheriff’s Office.”

Christopher Lugo, Deputy, Sheriff’s Office

After passing the transfer test in January 2011, Christopher was one step closer to his goal. Deputy Lugo started Patrol School in May 2011 and graduated in July 2011. Christopher is currently working in the Patrol Division and has already made several felony arrests, got into a foot chase with a burglar (and caught him), and worked the scene of a shooting. Congratulations to Christopher on achieving his New Year’s resolution.
Employee Health Clinic Update

Human Resources is pleased to welcome two new providers at the Employee Health Clinic located on 459 South Main (two blocks south of the Courthouse). Sara Power, Physician Assistant (PA) and Pam Ciencki, Licensed Vocational Nurse (LVN) will be providing employees with basic medical care. Stop by to meet our new providers.

Other services provided at the clinic include medical treatment for minor injuries and illnesses, pre-employment physicals, preventative health screenings, and wellness programs. The clinic is open Monday through Friday from 7:30 a.m. to 4:30 p.m. The clinic is closed for lunch from 11:30 a.m. to 12:30 p.m. Employees are encouraged to call (210) 335-4WEL(4935) for an appointment, although walk-ins can be accommodated.

Save the Date - Employee Health Fair on November 4th

Please save the date and mark your calendars for the Annual Employee Health Fair on Friday, November 4th at the AT&T Centré at San Fernando from 9:00 a.m. - 3:00 p.m.

Flu shots, glucose checks, cholesterol tests, diabetes checks, blood pressure checks, and more will be offered to County employees. Please bring your Humana insurance card to receive your flu shot.

Employees participating in the Weight Loss Challenge will be able to “weigh out” at the Health Fair. There will be door prizes as in years past, so don’t miss it.

Check Your Address

Annual Enrollment season for employee benefits will be October 24th through November 10th. Employees should verify the current address on their paycheck to ensure they receive their enrollment packet. Packets are scheduled to be mailed to home addresses.
Employee Training Calendar - September 2011

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<th>Course/Class</th>
<th>Scheduled Time</th>
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<td>Thursday, September 1</td>
<td>Adult, Child, &amp; Infant CPR</td>
<td>8:30 a.m. — 12:30 p.m.</td>
<td>Training Center</td>
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<tr>
<td>Thursday, September 1</td>
<td>Project Management</td>
<td>9:00 a.m. — 4:00 p.m.</td>
<td>211 South Flores</td>
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<tr>
<td>Tuesday, September 13</td>
<td>Excel 2010 - Level 2</td>
<td>9:00 a.m. — 4:00 p.m.</td>
<td>Training Center</td>
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<tr>
<td>Wednesday, September 14</td>
<td>Outlook 2010 - Level 2</td>
<td>9:00 a.m. — 4:00 p.m.</td>
<td>BCIT Annex</td>
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<tr>
<td>Thursday, September 15</td>
<td>Windows 7 Tour</td>
<td>9:00 a.m. — 11:00 a.m.</td>
<td>BCIT Annex</td>
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<td>Friday, September 16</td>
<td>Word 2010 - Level 2</td>
<td>9:00 a.m. — 4:00 p.m.</td>
<td>BCIT Annex</td>
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<tr>
<td>Thursday, September 22</td>
<td>Sexual Harassment Awareness</td>
<td>1:00 p.m. — 4:00 p.m.</td>
<td>211 South Flores</td>
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<td>Friday, September 23</td>
<td>Self Defense Awareness (STARR)</td>
<td>1:00 p.m. — 4:30 p.m.</td>
<td>Training Center</td>
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<td>Wednesday, September 28</td>
<td>PowerPoint 2010 - Level 3</td>
<td>9:00 a.m. — 4:00 p.m.</td>
<td>BCIT Annex</td>
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<td>Thursday, September 29</td>
<td>ESS/MSS Training Lab</td>
<td>10:00 a.m. — 2:00 p.m.</td>
<td>Paul Elizondo Tower 2nd Floor, Room 204</td>
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<td>Friday, September 30</td>
<td>Conflict Resolution Skills</td>
<td>9:00 a.m. — 4:00 p.m.</td>
<td>211 South Flores</td>
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Check the Information Technology Training Calendar on the County Intranet for more technology training events coming in September 2011.

Course dates and times are valid as of the date of publication and subject to change. All classes are available for County employees. Employees should have their supervisor’s permission to enroll and attend a class.

Register for County Human Resources Information System (CHRIS) classes at chrishelp@bexar.org or call 335-2474. Please contact Gloria Reyna at greyna@bexar.org or 335-2757 to register for other training events.

Did you know...

the Americans with Disabilities Act (ADA) prohibits discrimination in all employment practices, including recruitment, terminations, promotions, compensation, training, and other employment related activities. Have questions or concerns? Call the Bexar County ADA hotline at (210) 335-2789 or email ADA@bexar.org.

Techi-Tips: Technology Made Simple

Add Commands to Quick Access Toolbar in Office 2010

- Right click on any command or icon
- Select Add to the Quick Access Toolbar from the shortcut menu

This trick works in Microsoft 2010 Word, Excel, PowerPoint, Outlook, and Access. Looking for more Techi-Tips? Contact the BCIT Help Desk at 335-0222 for assistance.
SERVICE ANNIVERSARIES
September 2011

FIVE YEARS
Auditor’s Office
Community Superv & Correction
Community Superv & Correction
Community Superv & Correction
Community Superv & Correction
Community Superv & Correction
County Coliseum
District Clerk
Economic Development
Economic Development
Information Technology
Information Technology
Information Technology
Infrastructure Services
Infrastructure Services
Infrastructure Services
Justice of the Peace, Pct. 1, Place 1 & 2
Juvenile Detention
Juvenile Detention
Juvenile Probation
Juvenile Probation
Juvenile Probation
Juvenile Probation
Law Library
Planning & Resource Management
Sheriff’s Office
Sheriff’s Office
Sheriff’s Office
Sheriff’s Office
Sheriff’s Office
Sheriff’s Office
Sheriff’s Office
Tax Office
Tax Office

Rodriguez, Edward J.
Andrade, Ricardo R.
Fine, Michael W.
Stevens, Jennifer L.
Torralva, Barbara E.
Vazquez, Jorge L.
Wood, Robert R.
Rodriguez, Rose Q.
Landeros, Guadalupe F.
Pawelek, Annette
Auilio, Paul J.
Breux, Monty L.
Chipman, Monte D.
Gordon, Martin D.
Malacara, Sergio
Stelzig, Erwin C.
Torres, Alex A.
Lopez, Marisa
Mireles, Elaine M.
Moon, John A.
Barron, Celinda A.
Brown, Anna M.
Martinez, Paula M.
Wilson, Dana L.
Chavez, Pedro
Ruiz, Vanessa A.
Bosquez, Mary A.
Flores, Vanessa D.
Gracia, Jovita
Mack, Joe
Tamez, Yolanda S.
Vargas, Melissa A.
Almanza, Elizabeth
Martinez, Angelica M.

FIFTEEN YEARS
Community Superv & Correction
Community Superv & Correction
Community Superv & Correction
Community Superv & Correction
Community Superv & Correction
Community Superv & Correction
Infrastructure Services
Juvenile Probation
Sheriff’s Office
Sheriff’s Office

Bonilla, Edward D.
Carranza, Amelia A.
Grunwald, Katherine A.
Martinez, Mary A.
McDonald, Jennifer R.
Montejano, Jerry
Valverde, Alexandra
Padalecki, Richard A.
Yansky, Debra M.
Alonzo, Javier C.
Vasquez, Josie V.

TWENTY YEARS
Community Superv & Correction
Infrastructure Services
Juvenile Probation
Juvenile Probation

Guzman, Bridget K.
Jones, Dola M.
Garcia, Richard A.
Houdmann, Michael B.

TWENTY FIVE YEARS
Sheriff’s Office

Martinez, John A.

THIRTY YEARS
District Attorney
District Clerk
Sheriff’s Office
Sheriff’s Office
Sheriff’s Office
Tax Office
Tax Office

Galvan, Cynthia A.
Molina, Mary A.
Pearson, Cassandra J.
Reyna, Louis N.
Ruiz, Jesus
DeLeon, David
Garza, Rosemarie F.

Lawson Training Continues

Employee training on the new Lawson Financial and Procurement system continues through September.

The County’s new financial and procurement system is scheduled to “go live” on October 3rd.