

Scotland County Monthly



SEPTEMBER 2006

A newsletter for Scotland County employees

Time management system installation expected soon

Time management will get much easier, and hours worked will be more accurately recorded once employees gain access to ExecuTime.

Finance Officer/Assistant County Manager Kevin Patterson said, "ExecuTime will ease some of the burden in processing actual time employees work and will improve accuracy of hours worked to ensure employees get credit for their work time."

For instance, an employee who worked 40 hours and 13 minutes in a week will be credited for exactly 40 hours and 13 minutes.

It will be another two to three months before everyone is using ExecuTime.

Currently, Administration and departmental supervisors are giving the program a test run before it is used by all employees.

Patterson said, "There are plans to set up public access computers and swipe card units for those employees whose jobs do not require them to work on a computer."

Employees will receive a sticker for the back of their County ID cards, which can be passed through the swipe card scanner.

Employees who work off site or who forget to clock in or out can notify their supervisors for record modification.

ExecuTime will allow employees to view their total benefit hours as of the beginning of each pay period. Employees will be able to submit through ExecuTime all time off requests whether it be sick leave, comp time or vacation. Once submitted, the supervisor will be notified for action on the request.

"Employees will be able to modify time off requests as long as the supervisor has not yet approved the request," Patterson said. "Once a request has been approved, the employee cannot modify it until the supervisor changes it from approved back to pending."

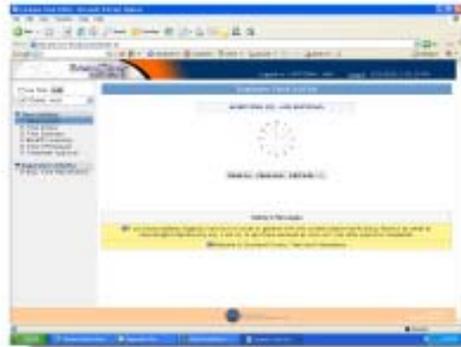
Health Fair summary provided

Regular exercise, changes in nutrition and participation in smoking cessation courses are the results of a health summary submitted by FirstCarolinaCare (FCC).

FCC, the employee health care coverage provider, based its recommendations on the test results of approximately 60 percent of employees who participated in the three-day Health Fair in August.

"This is not a complete picture of the total workforce," stated the

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A typical ExecuTime screen will look like this one. Employees will use it to clock in and out, review time worked, review their benefits summary, make time off requests and receive timesheet approval for the pay period.

'Loan' boosts fundraiser

The Board of Commissioners approved a \$30,000 advance to the Scotland Recreation Foundation that would be used to expedite the completion of Phase I of the Recreation Complex.

The \$30,000 would be used to contract with Capital Strategists Group, a fundraising agency that already has a successful track record in the County. CSG was instrumental in the navigating the local fundraising effort that resulted in the demolition of the old hospital.

Terry Garner, the Scotland Recreation Foundation member who made the request of the Commissioners, said he considers the \$30,000 a loan that would be repaid to the County as part of the fundraising effort.

Three baseball/softball fields, a multipurpose field, frisbee golf and a restroom/concession building are being constructed now and will be completed by the end of this year.

The comprehensive Phase I package would include one more 320-foot baseball/softball field, lighting for four baseball/softball fields, five soccer fields and lighting for one of the soccer fields.

Garner said, "Recreation is important because it improves our quality of life and is an integral part of economic development."

He added, "Capital Strategists Group would help us get the final leg of this journey completed."

Sapp welcomed at reception



A reception for Health Director Ron Sapp, left, was held at the end of Sapp's first full day on the job September 18. Tax Administrator Mary Helen Norton, center, and Personnel Administrator Susan Butler were on hand to meet Sapp. The reception was open to County employees and the community.

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News of Note

Relay for Life another success

Relay for Life this year raised in excess of \$276,000. A special thanks is extended to DSS. Although the County did not have a team this year, DSS still held a Silent Auction and donated the proceeds — an estimated \$500 — to the Relay For Life effort. And thanks to all county employees who continue to support of the American Cancer Society.

Access County ordinances online

The Scotland County ordinances are now available online in PDF format. Just click on ordinances from www.scotlandcounty.org. Additionally, the recently updated Personnel Policy and Customer Service Standards also are online and can be accessed from the Employment page.

WM opens local office

Waste Management opened an office at 323 Main Street September 18. Located across from the A.B. Gibson Education Center, the office will be open Mondays, Tuesday and Thursdays, 10 a.m. to 5 p.m. Beverly Surma, Waste Management financial analyst, will be available to answer questions and distribute information about the company and modern landfills. The Board of Commissioners in August named Waste Management as the company it would negotiate a contract with regarding the development of a regional landfill.

Master Plan supported

A resolution in support of the Parks and Recreation 25-year Master Plan was approved by the Board of Commissioners. The Master Plan outlines longterm goals and objectives for comprehensive recreation projects in the County. The resolution stated that projects would be funded only when adequate capital was available and only when the governing body viewed any of the projects as necessary. The Master Plan also received letters of support from the governing boards of Gibson, Laurinburg, East Laurinburg and Wagram and citizen approval in Laurel Hill following a series of community forums.

Introductions & transitions

Welcome to those individuals who joined Scotland County departments since July 16, 2006: **Jerry Johnson**, Elections; **Jessica Haworth**, **Melissa Nelson** and **Reginald Franklin**, EMS; **Samantha Broom** and **William Grant**, parttime with EMS; **Carolyn Allen** and **Jeanette Jones**, DSS; and **Alicia Krout**, temporary with Parks and Recreation.

October Fall Walk challenge begins

County employees are being encouraged to begin a four-week walking program that will culminate in a community walk October 28 at Hammond Park.

Sponsored by Healthy Carolinians and the Great Ex-STEP-tations program, the October Fall Walk challenges participants to try and walk 10,000 steps a day, the equivalent of four miles.

Healthy Carolinians Coordinator Kathie Cox said the objective of the October Fall Walk is to make people aware of how important it is to walk for fitness and pleasure, which increases the heart rate, and not just to walk for the sake of getting from one point to another during the course of a work day.

The community walk, which marks the end of the program, is scheduled from 9:30 a.m. to 11:30 a.m. Registration forms and walking logs are available at the Health Department and Scotland Place. A free t-shirt is available to those who register. Pedometers are available for \$5.

Make fall the season you challenge yourself to walk 10,000 steps a day.



Ctrl + N = something brand new

by *Kevin Patterson, Finance Officer/Assistant County Manager*

So, you know about Ctrl + N in MS Word, right? It gives you a new blank document based on the Normal template. And Ctrl + N in Excel gives you a new blank workbook.

It seems that in the MS Office Suite, Ctrl + N is all about a “new one.” But what does Ctrl + N give you in MS Outlook? Just in case you haven’t noticed, there’s a ton of stuff included in MS Outlook. It’s got the usual e-mail, but it also has task lists, sticky notes, a calendar, a journal, contact, etc.

So what exactly would Ctrl + N do in a program that has so much? The answer is really quite simple. Ctrl + N will give you a new item for whatever part of the program that is currently active.

For example, if you’re in your e-mail, and you hit Ctrl + N, you’ll get a new e-mail. In the Notes section, you’ll get a brand new note ready for your input, and in the Calendar area, you’ll get a new appointment.

I’m sure you get the idea — Ctrl + N is the multi-purpose keyboard command.

Mapping, R of D enjoy ‘bigger’ picture

Two pieces of equipment that are large format printers, copiers and scanners have replaced some outdated equipment in the Register of Deeds and Mapping offices.

The KIP-3000 replaces an engineering copier at the Register of Deeds and a map copier for mylar in Mapping.

The roll-fed KIP-3000 accepts paper from 36 inches down to 8 inches, although 18, 24, 30 and 36 inch widths are the standard sizes used.

Aerial photos, maps, floor plans, large print presentations, gray scale photo combinations, reverse copy, document inverts and watermark placement all are capabilities of the KIP-3000.

It is equipped with a user-friendly touch screen that enables the user to input commands for just about any project. The touch screen also allows the user to troubleshoot problems via images and step-by-step instructions.



McGee Cadd representative Jason Cherney shows Mary Freeman, Mapping, a few touch screen features.

October 1 to 7 is National 4-H Week. Encourage and support the work of the 4-H Youth Development Program.

EMStatistics

EMS Report for August:

Responded to 430

Medical/Trauma calls

Treated 53 motor vehicle accident patients

Administered 87 wellness/blood pressure checks

Sold 12 blue address signs

911 Report Highlights:

411 EMS

262 Sheriff's Department

211 Laurinburg Police

Department

38 Fire Department

746 hang-up calls

119 wrong numbers

79 open line calls

1,379 cellular calls

2,253 total calls to 911

Top five complaints for EMS Response

53 sick persons (specific diagnosis)

53 traffic accidents (tied for 1)

46 chest pain

43 breathing problems

30 fall/back injuries

30 transfer/interfacility/palliative care (tied for 5)

Weather Observations

(EMS Recordings)

Temp (high) 102 on 8/4

Temp (low) 64 on 8/13

Wind (mph) 21 on 8/31

Rainfall (inches) 1.41 on 8/31

Compiled by Tommy Hatcher

Message from the Manager

During the recent Hurricane Ernesto scare, several employees asked if the County would remain open or if they should call before reporting to work in the case of a significant weather event.

Having experienced several hurricanes while living in Wilmington the last seven years, I can assure you I watch the forecasts very closely.

I will make sure each of you is safe and will communicate any schedule changes through your Department Head.

After hours and before coming to work, call Lynn Poe's extension at 277-2406 for an announcement on office closings or changes in the work schedule. If you hear the regular recording on Lynn's extension, you should report to work as usual.

I feel we have an obligation to be at work. If we can get to work safely, our schedule won't change. It would take a big event for us not to have work.

As a point of reference, we will not follow the school system's schedule. Do not assume that if the school system changes its schedule that we also will change ours. Their standard for determining whether to open the schools or not is different from that of the County's.

If you have any questions about the weather or a schedule, please contact your Department Head first before you call Administration...

Once again, an election is fast approaching. I encourage each of you to review the issues and the candidates. Make sure you get out and vote. Also, once again, I advise you not to politic for candidates during business hours and to be careful on your own time. We work in a political fish bowl, and everyone must stay as neutral as possible...

Decisions are being made on the move by Administration and other departments to Covington Street. As soon as dates are firm on the installation of the telephone and computer connections, we will let everyone know when the move will occur...

Everyone is encouraged to visit the new Recreation Complex. County Engineer Jim Blackwell and his employees, along with Parks and Recreation Director Shannon Newton, have done an outstanding job with the facility.

The Complex will be a showpiece for the County when it is completed in October/November with the baseball/softball fields ready to play in April. The soccer fields are expected to be completed in the spring.

Few communities of our size have a facility like this. We are grateful to the many who made this investment in our community...

My trip to the BRAC relocation fair in Atlanta went well. Results from our marketing efforts should be apparent in the next 24 to 36 months when the first FORSCOM families come our way.

Once again, we have a great community. Our presentation in Atlanta was very impressive. The other communities who attended were also most impressed with our County.

Remember to sell Scotland County to your family, friends and the people you meet. Having everyone sell our community is the only way we can make it grow and prosper.

Have a great month. The holidays are just around the corner.



John A. Crumpton

Prescription card is all about savings

Scotland County is one of 25 counties statewide to offer discount prescription cards to its citizens. Users can save an average of 20 percent on prescription medicine when the card is presented to a participating pharmacy.

In Scotland County, Medicine Shoppe, Scotland Drug, Kerr Drug, Community Drug, Eckerd Drug, Medical Village and WalMart are participating pharmacies.

The prescription discount cards are free and are available at any County facility, including DSS, the Health Department and at the County Annex at 231 East Cronly Street.

The cards may be used immediately. There is no enrollment form and no membership fee. The prescription discount card may be used any time your prescription is not covered by insurance. There are no restrictions and no limits on how many times you may use the card.

The program is a joint effort between the County and the National Association of Counties (NACo). There is no enrollment form or membership fee. To learn more about the discount plan visit <https://naco.advancerx.com> or call toll free 1-877-321-2652.



Patterson is Health Fair grand prize winner



Lakeisha Patterson, DSS, is pictured with the iPod nano she won. Patterson was drawn from the approximately 170 who participated in the 2006 Health Fair. Winners of the bikes were Sandra Leonard, DSS, Mary Helen Norton, Tax, and Sharon Davis, Transportation.

the Birthday list for October

2 Leon Butler (Commissioner/Health Board); 3 Shannon Newton (Parks and Recreation) and Kathryn McMillan (DSS); 4 Patsy Whitehead (Health); 5 John Crumpton (Administration) and Alton Ferguson (Public Buildings); 6 Freda Sinclair (DSS); 8 Robert Bowen (Administration); 9 Traci Oxendine (EMS); 11 Roy Chavis (EMS); 13 William Grant (EMS) and Kim Brayboy (Tax); 17 Janie Adams (Elections); 19 Tessie Cousar (Health); 21 Frances McLean (DSS); 22 Rachel Beach (Inspections) and Alicia Krout (Parks and Recreation); 23 Corbett Baldwin (EMS), Teresa Herring and Margaret Nicholson (Health), and Beverly Wranosky (DSS); 24 Jonathan Bell (EMS) and George Britt (Sheriff); 25 Debra Maske (Health); 26 Danny Sprouse (Health) and Angela Hunt (Sheriff); 28 Vicki Locklear (Tax) and Flen Purvis (Public Buildings); 29 Thomas Milligan (Inspections); 31 Tommy Hatcher (EMS) and Antonia Rainer (DSS).

Enjoy a weekend of family entertainment at the 23rd John Blue Cotton Festival Saturday and Sunday, October 14 and 15. Hours Saturday are 9:30 a.m. to 5 p.m. and Sunday 10 a.m. to 4 p.m. A Sunday church service will be held at 9:30 a.m. Entrance fee is \$3. Children under 6 get in free; and it's \$1 for seniors 65 and older.

Post Scripts

Congratulations to **Andy Ansley** and **Brandon Scott** on becoming certified as Emergency Medical Dispatchers by the State Office of EMS. ⌘ Those celebrating anniversaries of employment are **Tosha McQueen**, DSS, 18 years; and in EMS, **Tim Hunt**, 5 years and **Reggie Franklin**, 2 years. ⌘ The North Carolina Association of Education Program Assistants, Associates and Technicians recognized two from the local Cooperative Extension office. **Hazel McPhatter**, 4-H Youth EFNEP program assistant, received the District Early Career Award for outstanding service. **Donna Faye Barton**, Adult EFNEP program assistant, received a certificate of appreciation for her service and dedication to the association. ⌘ Congratulations to Animal Control Officer **Larry Herring** for being recognized as an "All Star" employee by the North Carolina Public Health Association for his work on the new Animal Control Ordinance. Herring will be recognized October 11 during the opening ceremony of the annual NCPHA meeting in New Bern. ⌘ Some citizens even registered to vote during a September 25 Open House to meet Elections Director **Dell Parker** and Elections Assistant **Jerry Johnson**. ⌘ Congratulations to **Winnie Robinson**, Health, on the September 23 birth of her first grandchild Samuel Robert Jenkins.

We extend condolences to the family and friends of **Cindy Gibson** RN, Health Department, who passed away September 3. Our sympathies to **Mitchell Locklear**, Public Buildings, and his family on the September 26 death of his sister **Wilma Bowen**, a Veterans Service Office retiree.

FCC releases Health Fair results

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FCC report. "However, of the 168 employees who did participate, greater than 26 percent had elevated triglyceride levels."

Results from the FCC Health Fair are as follows:

- ✓ 26.8% or 45 participants had elevated triglycerides.
- ✓ 19% or 32 participants had elevated total cholesterol.
- ✓ 44.6% or 75 participants had elevated LDL cholesterol.
- ✓ 14.3% or 24 participants had elevated glucose levels.
- ✓ 59.5% or 100 participants had elevated blood pressure readings (greater than 120/70).

In addition, of the 85 eligible females who had bone density testing, 13 were not within normal range. Nearly 15% of the participants indicated they use tobacco products. "The goal should be to have 0 tobacco users, according to the FCC report. "This is a significant risk."

FirstCarolinaCare Chronic Care Management Program will work with those employees who are willing to participate and have needs associated with the management of chronic conditions such as diabetes.

High employee participation is very important at the health fairs because it provides an excellent opportunity for FCC to identify and begin working with employees who have chronic care needs or who could benefit from health improvement classes such as smoking cessation.

The sooner FCC is able to identify members with chronic care needs, the sooner the process can begin to help improve the health status of the employer workforce. The health fair can catch potentially chronic health conditions early, before they become catastrophic and costly to both the member and the employer.



EMS Operations Officer **Mike Edge** stands with Commissioner **Joyce McDow**, left, as he receives the **Ketner Award for Productivity** from **NCACC President Kitty Barnes** for developing electronic revenue collections for EMS.

