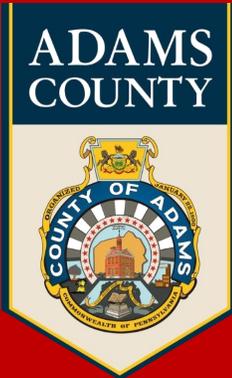


Adams County, Pennsylvania

NEWSLETTER

December 19, 2014
Edition



Previous Editions

- ◆ December 5, 2014
- ◆ November 21, 2014
- ◆ November 7, 2014

Page 2

- ◆ IT Update
- ◆ Providing Notable Service
- ◆ Looking Back on 2014

Page 3

- ◆ Financial Review Team- Copy Reduction
- ◆ Christmas Eve Notice

Written by: *Commissioner Randy Phiel*

T.G.I.F.

Happy Holidays

It is hard to imagine that TGIF has been up and running for over two years. As I conclude the last TGIF for 2014, I want to thank you for all the positive feedback that myself and the Board get from this communication. TGIF was a just a simple idea I had on how to reach out, communicate and connect with every staff member - and an assortment of community members. It was an idea that has worked out really well. Many times I find my TGIF deadline approaching a little stressful with just too many meetings and too little time. Yet - it stays high on my list of priorities to make TGIF happen every other Friday - because it is so well received and anticipated. It is an honor and a pleasure for me to provide TGIF to you. I hope you continue to find TGIF valuable and enjoyable.

I got a beautiful Christmas tree from Grimes in McKnightstown last Sunday. Every ornament at our house has a special meaning and it a trip down memory lane putting each one on the

tree. Last night was a wonderful Christmas Dinner at Hickory Bridge, am headed to Bedford Springs later today as a Christmas present from my son Shaun and his wife Camie - and then to *A Christmas Carol* at Capitol Theater in Chambersburg on Saturday evening. There is certainly a variety of Christmas concerts and other seasonal activities throughout the county and region in the next two weeks. Another option I would suggest you consider - is taking a walk through the National Cemetery and experience the 1600 wreaths distributed by the SGT MAC Wreath project. Don't forget the New Year's Eve music, fireworks and all the other activities in Gettysburg on the square. My youngest son Connor is bringing his friend from Virginia Tech just for that experience.

On behalf of Jim, Marty & myself, I can tell you sincerely, it is a distinct honor for us to work with you in serving the residents of Adams County. You have our pledge that we will continue to work as a team to effectively serve you and our residents. We wish you and your families a wonderful holiday season as well as happiness and good health in 2015!

No matter what you do - get out there and experience all the historical, recreational, agricultural, natural and cultural activities that beautiful Adams County has to offer.



INFORMATION TECHNOLOGY **UPDATE**

The Information Technology Department staff, along with staff from the Finance Department, Controller's Office, and Treasurer's Office, successfully updated the Sungard OneSolution to the most current release level. Personnel from the aforementioned departments performed testing over the weekend to ensure the system was functioning correctly.

The processing capabilities of the server that houses the application was also increased to improve processing times. The system was closely monitored over the week to ensure it maintained the improved processing levels and to identify any potential anomalies. The new release addressed a variety of bugs and fixes in addition to new functionality.

The Information Technology Department would like to extend the department's appreciation to Brandy Harman, Phil Swope, Beth Cissel, Beth Smith, and Terry Adamik for coming in over the weekend and testing the system to ensure it was functioning correctly for processing on Monday.

In addition, the department coordinated a training session for the docSTAR application at the request of the Probation Services Department. The session was presented by Quality Digital Office Technology personnel and provided an overview of the system's capabilities and topics on best practices. Staff members from the Planning Department also were included in the training session.



Providing Notable Service

As I compose the last TGIF of 2014, I would like to share a story that is very indicative of the service that many of our Adams County staff provide to our residents on a daily basis - and thank DES Dispatcher Nick Cook for his part in a situation that could have turned out very badly.

A resident of East Berlin had received a call from her son in Howard County. When she realized that the young man was in a severe state of despair, and threatening suicide, she kept him on the line, put him on hold for a short time, and dialed 9-1-1. The call was answered by Nick Cook. Grasping the urgent need for help, Nick put the call through to Howard County 9-1-1 personnel. They used the cell phone GPS to locate the young man and sent immediate help. First responders

were able to intervene just in time.

Our emergency dispatch staff prefers to remain quiet and do their job behind the scenes; but this is just one story that sheds a very positive light on our outstanding staff. This isn't the first time our dispatchers have reacted quickly and capably when help was needed and a life was at risk. Sheriff Jim Muller, who knows the family, passed along the story to us and wanted us to be sure that we acknowledged Nick's efforts.

The family expresses their appreciation to Nick - and we are rightfully proud of his quick actions and assistance. Great job Nick!

Thanks you Nick - and thank you everyone on the County 9-1-1 staff for all of the good work you do every day for the citizens of our County and others who need our help.

Looking Back On 2014

The Board is certainly proud of these fiscal and material accomplishments. We are even prouder of what this means in order to facilitate efficiently providing better programs and better service to Adams County residents. The main reason we exist as an organization is to provide Service. There is one word that describes the quality, volume and critical nature of service that Adams County staff provides to our residents on a daily basis - Impressive.

This is the first budget for us where "holdover factors" were not an issue. Our bond rating has improved twice during the past three years resulting in very favorable financing. Radio towers are going up with radio project completion this summer. The counties aging and less than cost effective vehicle fleet has been generally replaced and amortized with newer, less costly and more efficient vehicles.

Miscellaneous and antiquated IT equipment and software have been replaced - resulting in an updated and effective IT Department. We also were able to re-structure the Adams County Conservation District Lease, reducing costs and supporting the long-term sustainability of the Conservation District - while also creating a greater sense of equity for all Adams County taxpayers.

The Board is proud to convey that 2014 was a good year for Adams County Government! We were able to pass a balanced budget with no tax increase, did not go into the reserve to balance the budget, we were able to realize an approximately \$560,000 contingency reserve, and provide non-contract staff with a 3% GWI. Also of significance - we were able to hold the current cost on health insurance while proving equal or better benefits.



Financial Review Team

Copy Reduction

Our major expense that can easily be reduced is the number of copies printed. The Financial Review Team will be providing some ideas during the next few TGI's in an effort to get departments thinking about what they print and reducing copies all the while reducing costs, and increasing efficiency.

- ◆ **Two sided printing** – Most times we simply click print and never think about changing the setting to permit two sided printing. Employees should consider printing two sided as much as possible. Print jobs requiring different settings should be sent to a networked printer. To select two sided printing in Microsoft office, you can go to File, Print, change setting from Print One Sided to Print Two Sided.
- ◆ **Font size and Style** - Calibri is a font that may use less toner than other fonts and looks very similar to Times Roman. Utilizing Times Roman can make a document two pages where utilizing Calibri makes the document a one page document.
- ◆ **Codes for Printing** – We may soon have the ability for employees to enter a code before printing. This can help make employees accountable for what they are printing. Contact the IT Department for more information. There is a potential of significant costs savings if this process works for your department.
- ◆ **Check Disbursements** – Consider increasing the minimum amount a check is disbursed. For example, you may be able to increase the disbursement amount from \$20.00 to \$25.00. This will save on toner when used on local printers but also reduces the number of checks utilized as well as less reconciliation.

The IT Department can show employees how to send confidential documents to a shared Kyocera printer in a secured manner. Ultimately, think before you print! Do you really need this document as a paper copy or could you keep it electronically? In an organization as large as Adams County, consistent and small cost savings add up quickly.

Christmas Eve Notice

It is the pleasure of the Board of Commissioners and the Courts..... to announce that the Courthouse and other non-essential county operations will be closing at 1:00 pm on Christmas Eve. This Administrative Leave is a token of our appreciation to you and your families for the service that you provide to the families and residents of Adams County all year-long.

On an administrative note related to this administrative leave, any PTO already scheduled during that period will be adjusted. Essential personnel will have 3.5 hours of PTO added and used at an appropriate time in conjunction with Director approval. With this administrative consideration - no lunch period will be honored prior to dismissal for operational considerations. For any specific questions please contact HR. We appreciate your consideration in making this opportunity go as smoothly as possible from an operations perspective.