



# County Clips



## Chairman's Corner

I hope you, along with your families and friends, enjoyed a blessed and memorable Thanksgiving holiday.

During this most recent election year, Craig Hill was elected as our District 3 Commissioner serving the areas of New Hope, Gurley and Owens Cross Roads. I, along with County Commissioners' Jones, Haraway, Vandiver, Riddick and Harrison, welcome Commissioner Hill and look forward to working together to further the good work and progress District 3 has experienced during the previous four years.

Throughout this past year Madison County has experienced constructive change and together we met this change with enthusiasm and teamwork. We entered the new fiscal year with a balanced budget and a reduction in spending over the prior year. We rightsized our County workforce and increased efficiency through streamlining personnel and the function of several departments. As a result of these steps, and others, Madison County provided a 5% cost of living raise to all employees. We also increased the starting pay of every County position. These examples of the sensible and constructive steps we take today, and have taken in the previous 4 years, will continue to define the positive position of Madison County for years to come. I know each of you contribute directly to our collective success, and I want to thank you for staying focused and delivering the quality services for Madison County residents and our County departments.

It is my wish you and your families enjoy a very Merry Christmas and Happy New Year. I know we all look forward to another prosperous year ahead for Madison County.



## Special Points of Interest

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## Welcome To Our New Madison County Employees

Virgil Ikard ..... District 1  
 Richard Malone ..... Maintenance  
 Lecory Johnson ..... Motor & Equipment  
 Casey Williams ..... Tax Collector  
 Matthew Briggs ..... Water Department  
 Jamey Miller ..... Water Department  
 Craig Hill ..... District 3  
 Angela Stafford ..... Tax Assessor  
 Frankie Wright ..... Sheriff's Department  
 Ryan Wingo ..... Sheriff's Department  
 Elijah Ruffin ..... Sheriff's Department  
 Sankeithia Sellers ..... Sheriff's Department  
 Damian Terry ..... Sheriff's Department  
 Zachariah Stefanich ..... Sheriff's Department  
 Christopher Hall ..... Sheriff's Department  
 Mivhael Lloyd ..... Sheriff's Department  
 Clayton Crossman ..... Sheriff's Department  
 Haley Maddox ..... Sheriff's Department  
 Dana Kuzmaul ..... Sheriff's Department  
 David Miller ..... Sheriff's Department  
 Nicholas Neve ..... Sheriff's Department  
 Allen Rawls ..... Sheriff's Department  
 David Miller ..... Sheriff's Department  
 Ryan Byrd ..... Sheriff's Department  
 Regina Berryhill ..... Sheriff's Department  
 Minor Melgar ..... Sheriff's Department

### Employee Spotlight

Kylie Martin, daughter of **Wendy Martin** in the **Tax Assessor's Office**, signed a NLI for a softball scholarship to the University of West Alabama on Monday, Nov. 14<sup>th</sup>, 2016. Kylie is a senior at New Hope High School and plays on a local travel softball team called North Alabama Kraze.



### Our Deepest Sympathy

Sandra Hauser..... County Commission  
**Father**  
 Delores Thompson..... Planning & Dev.  
**Father**  
 Charles Schrimsher ..... District 4  
**Nephew**  
 Nathan Raby ..... Probate  
**Grandmother**

### Congratulations Retirees

Curtis Upton ..... District One  
 Anthony Daversa ..... Sheriff's Department

### Wedding Bells & Best Wishes

Selina Luker..... Tax Collector

### New Arrival

Greg Sims ..... Inspection  
**Baby Girl**

### Fire Safety Tip

#### Christmas Trees



It takes less than 30 seconds for a dry tree to engulf a room in flames. To minimize risk, buy a fresh tree with intact needles, get a fresh cut on the trunk, and water it every day.

### For Sale

**1999 Dodge Ram 1500 SLT:** Extended cab, 4WD, 5.2L, 5 speed manual, white with grey interior, performance mods, 152K miles, \$6800. Call Chris at 256-759-7517.

## Happiness

isn't about getting what  
 you want all the time.  
 It's about loving  
 what you have  
 and  
 being grateful for it.





## January 2017 Wellness Schedule

Date	Location	Time
January 17 <sup>th</sup>	Courthouse - 100 Northside Square (PLEASE CALL 6987 FOR APT.)	9:00 a.m.-12:00 p.m.
January 17 <sup>th</sup>	Sheriff's Annex - 715 Wheeler Ave	1:30 p.m.-4:00 p.m.
January 17 <sup>th</sup>	Jail - 815 Wheeler Ave	6:00 p.m.-8:00 p.m.
January 18 <sup>th</sup>	Public Works & Water Dept. - 266 Shields Rd.	7:00 a.m.-10:30 a.m.
January 18 <sup>th</sup>	District 3 - 161 Walnut Street, New Hope	11:30 a.m.-12:30 p.m.
January 18 <sup>th</sup>	District - 3210 Hi-Lo Circle	2:00 p.m.-4:30 p.m.
January 23 <sup>rd</sup>	E-911 - 5827 Oakwood Road	1:30 p.m.-3:30 p.m.

The Madison County Commission is glad to partner with Madison County Health Insurance providers for the upcoming Worksite Wellness Program. Our mandatory wellness screenings are scheduled to start on Wednesday December 7, 2016.

The Wellness Screenings will consist of: cholesterol, glucose, body-mass-index and blood pressure. **The screenings are mandatory for all employees with insurance through Madison County.** Results are strictly confidential.

If you have any questions please contact Tonya Hamilton at 256-532-6987.

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### What to Expect at a Wellness Health Screening

During the Health Screening our Health Coaches will provide the following:

- ✓ Comprehensive Lipid Profile
- ✓ Triglycerides, good/bad cholesterol check
- ✓ Glucose check
- ✓ Body Mass Index (BMI) measurement
- ✓ Blood Pressure check



If any of the above results are not within normal range, you may be given a referral to go to a health care provider of your choice. This referral will allow you to go to the provider and have your co-pay waived or reimbursed by Blue Cross Blue Shield of Alabama.

**Remember to bring your insurance card with you to the screening.**

**We hope to see you there!**

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## How Can I Earn More Money and How Can I Get Promoted?

I have been the Personnel Director for Madison County for two and a half years now and these are the two questions that employees ask me the most. The standard answer that I give to these two questions is this: *“What are you doing to earn more money”* or *“What are you doing to earn a promotion”*? I firmly believe that to earn more, we have to do more.

These answers are usually not what the employee is looking for, but the reason I answer salary or position questions in this way, is because I want employees to understand and have the mindset that they are responsible for their current position and where they will be in the future. We are all responsible for and have made choices in our lives that have led to us being employed where we work, the job title that we have, and the salary we are paid.

So, what do we have to do in order to earn an increase in salary or to be promoted? The answer is actually very simple, yet we make it so hard. Our income will be largely determined by two factors: The work we do and how well we do it. If we are not happy with our current salary or position, we must learn different skills in order to do different work, or we must sharpen our current skills and rediscover the fire and passion we had for our current job to improve our performance. As you will notice both of these factors are self-determined, personal choices. Over time, each of us largely decides our own level of income. Each of us decides how much we are going to earn and what our financial future will be by the choices we make and the things we do or fail to do. Again, the choice of income and position is up to us.

The skills that we currently have are either appreciating or depreciating. Obviously in order to earn more money, we need our skills to be appreciating over time. We can accomplish this by continuously upgrading our knowledge and evaluating the world around us, to decide what skills are in high demand and the skills that seem less valuable than they were when we started in this position. A word of caution, if we wait too long to start this process, we will look in the mirror and realize that our skills have become obsolete and are no longer in demand leaving us behind and having to work harder to catch up.

I firmly believe that we are all self-employed. Our bi-weekly paycheck and benefit package come from Madison County, but at the end of the day, we are self-employed because we are in control of the choices we make. We decide if we show up for work or not and whether or not we are on time. We applied for the job that we currently have and we have decided whether or not to upgrade our skills over time or not. Where we are right now is in direct proportion to the choices we have made.

No matter who signs our paychecks, we are the president of a company called Me, Inc. As the president, we determine what our future holds, if we will go back to school or take a class to learn new skills. We decide how long to stay in this position and what position we will hold next year and the year after that. As the president, we decide our future goals, the path we will take, and the skills that will be necessary to achieve those goals. Again, self-determination and personal choices.

I truly believe that anyone can do anything if they are committed and disciplined and have accepted the mindset that they are self-employed and are in control of their future.

Jermie Howell, SHRM-CP  
Personnel Director

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## Attention Employees

Please check your December and January pay-stubs to verify insurance deductions are accurate. Remember, health insurance rates for individual coverage is \$45.50 and family coverage is \$89.00, deducted the first and second pay periods only. Contact Personnel at (256) 532-3614 with any questions or discrepancies.

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Recently the Employee Health Clinic has experienced an increased number of visits on Monday mornings, thus creating a wait time for the people needing to be seen by Dr. Sharp.

We recommend the following steps in order to get you or your dependent in and out of the clinic in a timely manner.

- We encourage everyone to call and to schedule an appointment.
- CALL AHEAD before coming to the clinic as a Walk-In. This allows them to triage and prioritize the Walk-In traffic before you arrive at the clinic, and they can give you an estimated wait time.

If you do come to the clinic without an appointment or on a walk-in basis, you may experience a wait time, as we've seen on recent Monday mornings. The goal of the clinic is to get you in, treated by the doctor, and back to work or home as soon as possible.

Thank you for your support and assistance in this matter.

Clinic Number: (256) 265-0220

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## Attention Full Time Employees

Employees have the opportunity to learn more about the two 457(b) plans offered through Madison County. The plans are: RSA-1 offered by the State of Alabama Retirement Systems, and Nationwide Retirement Solutions. Both plans are voluntary, pre-tax savings plans, for retirement. Start 2017 with retirement in mind! Participation is a great way to lower your taxable income and take advantage of some great ways to save.

During the first two weeks in December, Representatives from both plans will visit Madison County to meet individually with employees. Mary Town of RSA-1 will be here December 6<sup>th</sup> and 7<sup>th</sup>, and Martha Sutton will be here December 2<sup>nd</sup>. Please review the scheduling options below and make an appointment. The slots will fill up.

**RSA-1** - Call Madison County Personnel (256) 532-3614 to schedule an appointment with Mary Town.

Mary Town is available on:

Tuesday, December 6 from 9:00 a.m. to 1:00 p.m., and

Wednesday December 7 from 10:00 a.m. to 12:30 p.m.

**NATIONWIDE** - Go online at <http://seemarthasuttondec2.myRetirementAppt.com> to schedule an appointment with Martha Sutton.

Martha Sutton is available on:

Friday, Dec. 2 from 10:00 a.m. and 4:00 p.m. All meetings will be held on the sixth floor in room 627. Enrollment packets are available in the Personnel office now. These plans are not limited to Open Enrollment in November. Employees may join, increase, decrease, and start or stop contributions throughout the year. Call Personnel with any questions (256) 532-3614.



# Madison County Courthouse

Monday December 5, 2016

8:30am-1:30pm

Blood Mobile

West Side of Courthouse

★ All blood donors will receive  
a recognition item. ★



#lifesouth    

Donors must be 17 or older (16 with written parental consent), weigh 110 pounds or more and show photo I.D. For more information, call toll-free 888-795-2707 or visit [lifesouth.org](http://lifesouth.org). All donors receive a recognition item and cholesterol screening.



## HR Expert Offers Four Rules for Holiday Gift-Giving in the Workplace —

### PRACTICE TIP

Rob Wilson, President of Employco USA and human resources expert says, “The biggest mistake I see is that managers think they shouldn’t weigh in on gift-giving. Yet employees want clear, concise guidelines. Some employees wonder: Should I give my boss a gift? And, if I don’t and everyone else does, what will they think of me? Others are strapped for cash yet feel obligated to give to everyone in the office, while some employees feel maligned because they are expected to give gifts when they don’t even celebrate the holidays.”

So, what is the answer? Wilson believes that a carefully crafted “gift-giving policy” is needed, and should be passed out to all new employees as well as circulated again at the holiday season. Possible tips to consider include:

- 1. No gifts from supervisors to employees.** “It could lead to the appearance of favoritism. “Christmases bonuses” and the like are a different matter, but managers should not be giving personal gifts to their staff, unless the same gift is given to each employee.”
- 2. Holiday office parties are best if employee-only.** “If you make your office party open to spouses, you could be looking at tricky situations regarding the ‘rules’ about bringing dates, i.e. Can it be a date from Tinder? Or, does it have to be a husband/wife? What if an employee identifies as asexual/romantic? What if an employee is gay or bisexual but not openly ‘out’ in the office? It’s best to simply avoid all these matters by making it employee-only. A simple brunch or lunch will suffice.”
- 3. Think about what employees really desire.** “It might be better to simply skip the office party altogether and instead update the office Keurig. Find ways to make employee’s more enjoyable and productive, and you will reap the benefit long after the holiday season has ended.”
- 4. Don’t allow office charity collections.** “Now is the time of year when employees start coming to work selling wrapping paper, popcorn and other sundries from their kids’ schools. Nix this as it can get out of hand quickly and easily become a distraction. Instead, work with a local charity or shelter in your area to make an office-wide donation. Place a bin in your office lobby where employees can donate if they so desire.”

# Procedures for On the Job Injuries

Do you know what to do when an injury occurs at work? Madison County's policy regarding on the job injuries has been revised and simplified:

## Employee notifies Supervisor of Injury:

- Obtain details – what was the employee doing at the time, and how did the injury occur?

## Supervisor's Responsibilities - STEP 1:

### The Phone Call:

**Monday-Friday 8 am – 5 pm**

▶ Call Personnel at 256-532-3614.

**After hours, Weekends and Holidays**

▶ Call Comp1One at 256-532-2777.

Someone is available 24 hours a day / 365 days a year to assist with direction for treatment of work injuries.

Occupational Health Group (OHG) has expanded their operations to better serve our employees by opening a Weekend Care Clinic to treat minor work related injuries. Employees who are injured on the weekend, will continue to call CompOne to report the injury and will be directed to the new clinic for treatment.

## WEEKEND CARE

*OHG Customers may send minor work comp injuries to the Airport Road Walk-In Clinic for treatment.*

**Saturday & Sunday | 8 a.m. – 6 p.m.**

### Huntsville Hospital Walk-In Clinic

700 Airport Road · Huntsville, AL 35802  
(256) 265-0770

*Major injuries should be sent to the closest ER.*



## Supervisor's Responsibilities - STEP 2:

### The Forms:

- Complete Employee Accident Report
- Complete Witness Statement if applicable
- Submit all documents to Personnel ASAP
  - Forms can be found and printed at:
- [madisoncountyal.gov/Departments/Personnel/Personnel Department Forms/Workers' Compensation](http://madisoncountyal.gov/Departments/Personnel/Personnel%20Department%20Forms/Workers%27%20Compensation)

- If injury is non-life threatening, employees will be directed to OHG for treatment.
- If injury is severe, you will be directed to Huntsville Hospital ER\*.
- If no injury at all, employee will be drug screened at Alternative Sentencing's Drug Lab. If after hours, next business day is fine. Call Personnel for a PIN prior to sending employee.

**\*NOTE: Employees are not to follow hospital discharge instructions regarding follow-up appointments. Any treatment must have prior authorization.**

## Protocol for Non-Workers' Comp Injuries

For illnesses or injuries that are **not** caused within the line and scope of employee's duties, an employee may choose to visit our Local Government Employee Health Clinic (the Clinic) at the Medical Mall.



**Local Government Employee  
Health Clinic**

**Location:** 1963 Memorial Parkway  
Huntsville, AL 35801

**Hours:** Mon - Fri 7:00 am to 4:00 pm

**Phone:** 256-265-0220

**Fax:** 256-265-0225

NOTE: If an employee visits the Clinic, the employee is responsible for costs associated with the visit. Also, the Clinic is only available to employees that choose to take MCC insurance.

# January Birthdays

1	Thomas Beach	Planning & Development	13	Shantae Threatt	Juvenile Probation	23	James Ellen	District 4
2	Christopher Johnson	Public Works	13	Jennifer Barger	Planning & Development	23	Marshall Healey	District 4
3	Paul Hall	Motor & Equipment	13	Mary Suggs	Planning & Development	23	James Owens	District 4
4	Danielle Wilbanks	Sheriff's Department	14	Joseph Ward	Sharon Johnston Park	23	Sarah Arnston	Sheriff's Department
4	Shaun Carter	Public Works	14	Dwight Ragland	Waste Control	23	Kristie Denton	Sales Tax
4	Richard Lane	Sheriff's Department	15	William Green	Sheriff's Department	23	Stephanie Bolden	Tax Assessor
4	Barbara McAllister	Sheriff's Department	15	Breanna Davis	License Department	24	Kristal Allison	Alt Sentencing & Rel
5	Samuel Sandlin	County Commission	16	David McReynolds	ITS	24	Joe Stinnett	Sheriff's Department
5	Joe George	District 6	16	Nicholas Colbert	Sheriff's Department	24	William Black	Sheriff's Department
5	Don Spaulding	Waste Control	17	Penny Parton	Tax Collector	25	Kimberly Mangus	District Attorney
6	Brian Hasting	District 1	18	Michelle Artis	License Department	25	Thomas Allison	Maintenance
6	David Jernigan	Sheriff's Department	18	Melissa Knight	License Department	26	Bobby Tanner	Juvenile Probation
7	Randy Dill	District Attorney	18	Thomas Johnson	Sheriff's Department	26	Lisa Edge	Sheriff's Department
7	Courtney Cook	Sheriff's Department	19	Steve Roberts	District 1	27	Amery Milligan	Sheriff's Department
7	Donna Patterson	Tax Collector	19	Ronnie Elliott	Rural Recreation	27	Patricia Wright	Maintenance
8	Rickey Campbell	District 4	19	Johnny Harden	Sheriff's Department	27	Kenneth Wilson	Motor & Equipment
8	James Tolleson	District Attorney	19	Timothy Ward	Sheriff's Department	27	Gregory Gray	Sheriff's Department
8	Robert Muir	ITS	19	Matthew Haney	Water Department	28	John Rich	County Commission
8	Ashleigh Marshall	Rural Recreation	20	Susan Goodson	District Attorney	28	Roman Elliott	Sheriff's Department
8	Evan Edmondson	Sales Tax	20	Lucious Harris	Juvenile Probation	28	Justin Cassidy	Tax Assessor
9	Ralph Ballard	Maintenance	20	Morris Holmes	Sheriff's Department	28	William Ealy	Water Department
9	Arthur Steber	Maintenance	20	Rachel O'Neal	Sheriff's Department	29	Kenneth Barber	Sheriff's Department
10	Michael Billions	District 1	20	Jessica Robinson	Water Department	29	Joseph Guyton	Sheriff's Department
10	Cynthia Markham	District Attorney	21	Allen Vaughn	District 3	29	Michael Holt	Juvenile Probation
10	Cylisa Johnson	License Department	21	Ashley Stevens	District Attorney	29	Stephen Young	Water Department
10	Rebecca Watson	License Department	21	Charles Johnson	Juvenile Probation	30	Michael Fritz	Animal Control
11	Lawrence Ambroz	Sheriff's Department	21	Corey Gaught	License Department	30	William Starnes	District Attorney
12	Landon Norris	District 1	21	Courtney Riethmaier	License Department	30	Holly Flood	Sheriff's Department
12	Terry Heuring	District 3	21	Howard Pride	Maintenance	30	Jason Britton	Public Works
12	Donald Monroe	Sheriff's Department	21	Helen McBride	Probate Judge	30	William Taylor	Sheriff's Department
13	Gordon Allen	District 1	21	Jon Steffens	Water Department	31	Amy Vinson	License Department
13	Antonio Douglas	Juvenile Probation	23	James Hailey	Animal Control			

# December Service Anniversaries

## YRS.

32	Anne Burkett	Planning & Development
32	Paul Ragland	Probate Judge
31	Larry Coble	District 1
31	Dorothy Procopio	District Attorney
28	Reta Garrison	Juvenile Probation
25	Wade Broxsie	Juvenile Probation
23	Cathy Davis	Sheriff's Department
23	Chantel Nelson	Water Department
22	James Crabtree	Waste Control
22	Troy Jolly	Waste Control
22	Reginald Ragland	Waste Control
21	James Kent	Waste Control
21	James Matthews	Water Department
20	Dale Triplett	Sheriff's Department
19	Travis Key	Tax Assessor
19	Anthony Owens	Waste Control
19	Laverne Riddle	Waste Control
18	Bennie Sanderfer	Building Inspection
17	Steve Roberts	District 1
17	Donna Cosby	Sheriff's Department
17	Forrest Edde	Sheriff's Department
17	David Smith	Sheriff's Department
17	Melissa Webster	Sheriff's Department
17	Keith Reed	Sheriff's Department
17	Crystal Thornton	Sheriff's Department
17	Nancy Dempsey	Waste Control



## YRS.

16	Morris Collick	Sheriff's Department
16	Joshua Manning	Sheriff's Department
14	Randy Simmons	Sheriff's Department
14	Terrence Petty	Sheriff's Department
13	Donna Gurley	Board of Registrars
13	Donna Finley	County Commission
12	Matthew Lane	Sheriff's Department
11	Christopher Causey	Sheriff's Department
11	Melonie Moore	Juvenile Probation
11	Richard Gattis	Tax Assessor
10	Deborah Tidwell	County Fire
10	Carolyn Sims	License Department
9	Leanne Condrey	Alt Sentencing & Release
9	Kimberly Brooks	Sheriff's Department
9	Rizalina Williams	Juvenile Probation
9	Kenneth Andrews	Sheriff's Department
9	Dennis Daversa	Sheriff's Department
8	Patricia Wright	Maintenance
7	Alice Sams	District 6
7	Gellert Carter	License Department
6	Stanford Bice	Sheriff's Department
6	Jacob Fanning	Sheriff's Department
5	Larry Watson	District 4
5	Pamela Chavez	Juvenile Probation
5	Todd Lowder	Sheriff's Department