



THE COMMUNICATOR

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Grant County Employee Newsletter

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Grant County's LEAN Journey

Submitted by Joyce Roling, Personnel Director

LEAN is a strategy based on providing quality services while using the minimum of materials, equipment, space, labor and time.

There are eighteen employees and two county board members attending the Lean training. The six courses are:

- 1) Principles of Lean
- 2) Quality Problem Solving/Team Dynamics
- 3) 5S
- 4) Value Stream Mapping/Process Mapping
- 5) Kaizen
- 6) Lean Culture

When you are doing a task, think about each step of the process and consider waste.

What is Waste? ... Any activity that does not add value.

The activity must transform the product or service in some way and the activity must be done right the first time. Sources of waste could be the time and distance of transporting an item, inventory problems, waiting, defects (errors), and confusion (inadequate instructions). While you're doing the task, ask yourself if there is a way to eliminate any of the steps or do them more efficiently by eliminating waste. By eliminating waste in a process, you can open up time to do other productive tasks.



Give me a call if you want to know more about LEAN.

Anyone wishing to have a specific subject discussed in a future newsletter may contact Joyce Roling at 723-2045 or jroling@co.grant.wi.gov.



3-D Mammography

Medical providers are starting to use 3-D Mammography machines. Please beware that your health insurance might not pay for this type of mammogram. You should check with your insurance company before having one done with this type of machine.

Your County Life Insurance and AD&D Policy

Grant County provides each benefit eligible employee with a \$10,000 term life and a \$10,000 accidental death and dismemberment (AD&D) insurance policy. The county pays 100% of the cost for this coverage.

What is Term Life and AD&D coverage? Term life means that if the policy is cancelled, no cash value is paid out for the policy. The accidental death part of the policy means that if the member dies because of an accident, such as an automobile accident, the beneficiary will receive \$20,000 (instead of \$10,000). The dismemberment part of the policy means that if the member loses a limb, such as an arm or leg, the insurance company has a dollar amount assigned to that limb and the member is paid based on that assignment.

What insurance company does the County use? As of January 1, 2015, Grant County's Term Life and AD&D insurance company is The Hartford. The county changed from Lincoln Financial due to cost. The coverage is the same. The county automatically enrolled you in this. The same beneficiaries as you currently have listed will be used. The Certificate of Coverage will eventually be posted on the county's website under "County Employee HR Documents".



Please contact the Personnel Office (608)723-2540 or dmergen@co.grant.wi.gov if you want to change your beneficiary designation or if you want to check to see who you currently have designated.

2015 Training Opportunities

Please let your supervisor know if you are interested in attending any of these training sessions. The sessions are held in the County Board Room and reserved seating is appreciated by calling 723-2540 or emailing Dawn at dmergen@co.grant.wi.gov.

Dates: March 26, 2015 (Thursday) September 17, 2015 (Thursday)
 June 15, 2015 (Monday) December 17, 2015 (Thursday)

8:15 a.m. to 8:50 a.m.	Civil Rights Compliance
8:50 a.m. to 9:15 a.m.	Electronic Communication Policy / I.T. Update / Security Tips
9:25 a.m. to 10:10 a.m.	Sexual Harassment Workplace Violence
10:10 to 10:30 a.m.	FMLA
10:40 a.m. to 11:00 a.m.	Workers Compensation
11:00 a.m. to 11:20 a.m.	September: Deferred Compensation Presentations June and December: Aflac and Platinum Presentations
11:20 a.m. to Noon	County Benefits in Review



2015 Paid Holidays

The following is a listing of Grant County's
 2015 observed paid holidays.

New Year's Day.....	Thursday, January 1, 2015
Friday Afternoon before Easter.....	Friday, April 3, 2015
Memorial Day.....	Monday, May 25, 2015
Independence Day.....	Friday, July 3, 2015
Labor Day.....	Monday, September 7, 2015
Veteran's Day.....	Wednesday, November 11, 2015
Thanksgiving Day.....	Thursday, November 26, 2015
Christmas Eve.....	Thursday, December 24, 2015
Christmas Day.....	Friday, December 25, 2015

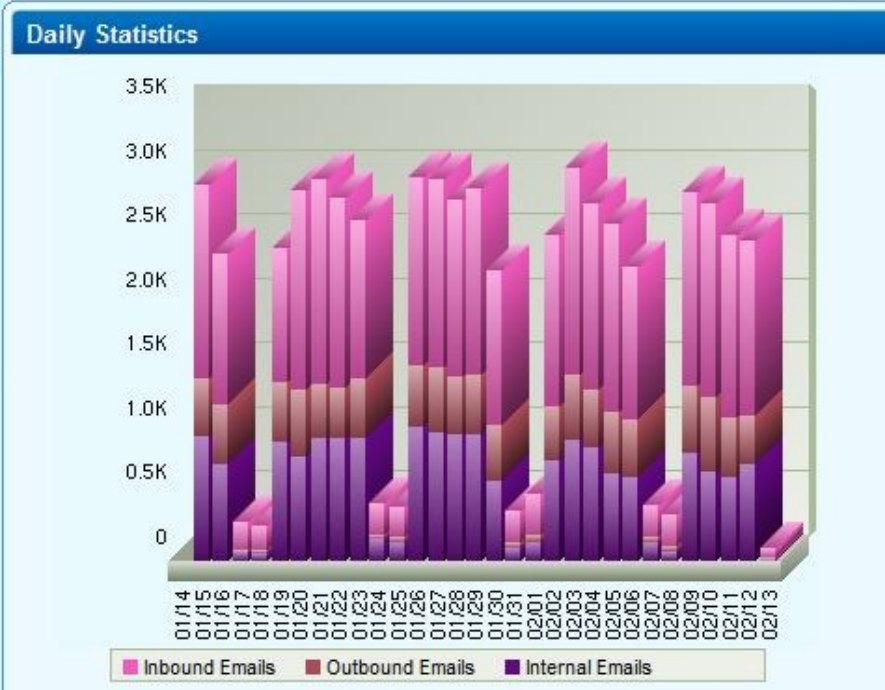
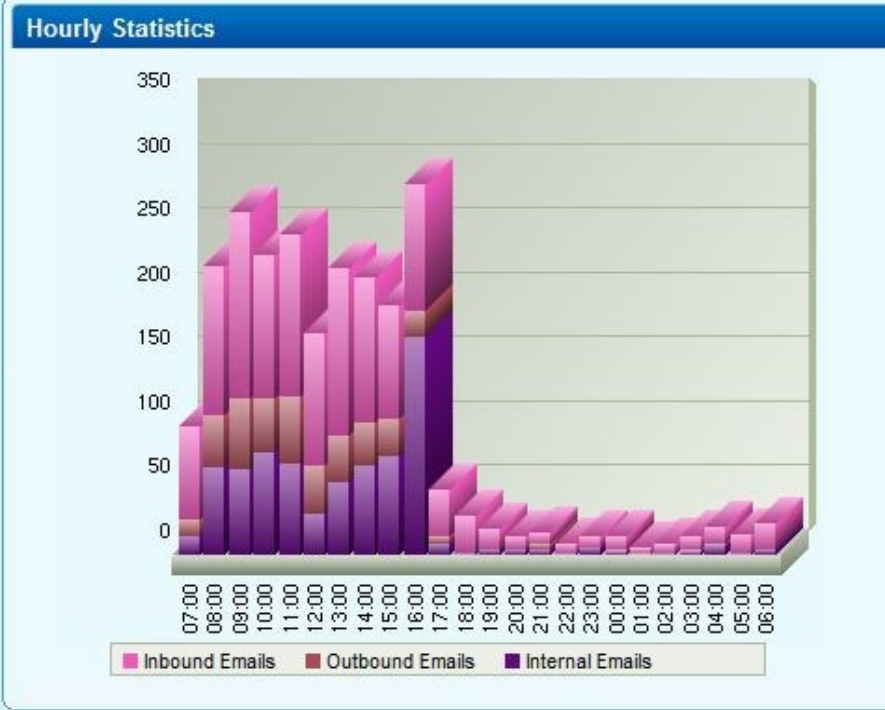
The New Year's Day holiday for the year 2016 will be Friday, January 1, 2016.

Dana's Desktop

by Dana C. Andrews, IT Technician



This quarter's article will be a short one; just a couple of screen shots that (hopefully) will give a picture of email usage in the county. The first chart is the pattern of emails in a 24 hour period (Military time – you subtract 12 hours from anything past noon so 17:00 = 5 p.m.) The second chart is email usage over a thirty day period (Note: “k” means “thousands” so 2.0k is 2,000).



Deferred Compensation Representative Visit Schedule

Thursday, March 19th, 2015



Grant County allows benefit eligible employees to deduct pre-tax deferred compensation money from paychecks to save for retirement. Deductions may be sent to Wisconsin's Deferred Compensation program or Nationwide's deferred comp programs.

Representatives from Nationwide and Wisconsin Deferred Comp. will be in Lancaster on March 19th to meet with employees that would like to learn about deferred compensation, have questions, or want to make changes to their accounts. No appointments necessary.

Please see the below schedule and choose the location and time that work best for you.

Wisconsin Deferred Compensation *Ben Genz (608)241-6604*

9:00 to 11:00 a.m. at the Community Services building (Social Services Conf. Room LCR)

11:25 a.m. to 12:30 p.m. at the Administration building for individual meetings (Room 201)

1:00 p.m. to 2:00 p.m. at Orchard Manor (Conference Room 107)

2:30 p.m. to 3:30 p.m. at the Law Enforcement building

Nationwide Retirement Solutions *Bill Barnes (608)358-4821*

9:00 to 11:00 a.m. at the Community Services building (Social Services Conf. Room 22)

11:25 a.m. to 12:30 p.m. at the Administration building for individual meetings (Room 266)

1:00 p.m. to 2:00 p.m. at Orchard Manor (Conference Room 104)

2:30 p.m. to 3:30 p.m. at the Law Enforcement building



**Feel free to contact the
Grant County Personnel
Office with questions
regarding deferred
compensation.
(608)723-2540**



Tips for reaching your retirement savings goal — even if you're behind

Submitted by Wisconsin Deferred Compensation (WDC) Program

Make Tracks Toward Retirement Readiness...

The landscape may appear a little bleak if you're not saving enough. But take heart; there are things you can do to increase your progress.



Retirement readiness may mean something different for everyone, and no two people begin their journey at the exact same place. So step one is to decide where you are, and step two is to decide on your destination. Then you can take the final step to make your own plan.

Step One: Start Where You Are

First, take an inventory of your sources of retirement income by answering these questions:

- *How much have I saved in my retirement accounts?*
- *Will I have earned a pension at retirement through my job? If so, how much monthly income do I expect from it?*
- *What other sources of income do I expect to have (rental properties, investments, etc.)?*
- *If eligible, how much can I expect from Social Security?*



Step Two: Where Are You Going?

Next, decide how much money you are likely to need when you retire. This is usually expressed in terms of a percentage of your final years of pay. To see how your current account balance may convert to income at retirement, log in to your retirement account online and try the provided calculator. It will give you an idea about how you're doing on the road to retirement success and can help you decide if you need to save more, change your investment allocation, or adjust the timing of your retirement.

Step Three: Make Your Plan

Now you're ready to follow that path!

If you're not happy with your progress toward retirement, don't give up. There are three things you can change that may improve your ability to retire ready:

1. Savings Rate – How much you contribute to your plan
2. Portfolio Allocation¹ – The investment options you choose
3. Retirement Age – The age at which you stop working

¹ Asset allocation and diversification do not ensure a profit and does not protect against loss in declining markets.



Service Anniversaries

January through March (5 year increments)

Delbert Edge (Highway), **30 years** on February 4th

Michelle Klaas (ADRC), **25 years** on March 5th

Bruce Clauer (Highway), **15 years** on January 18th
Ellen Burdt (District Attorney), **15 years** on January 31st

Mary Arlen (Social Services), **10 years** on January 3rd
Laura Murphy (Sheriff), **10 years** on January 3rd
Sheila Schluez (Orchard Manor), **10 years** on March 15th
Andrew Smith (Sheriff), **10 years** on March 20th
Michael Bartels (Highway), **10 years** on March 28th

Holly Muench (Health), **5 years** on February 22nd

Congratulations on reaching these milestones! Thank you.

Retirement Recognition

September 21, 2014 through February 7, 2015

Douglas Hubbard (Highway), **35 years** (retired November 14th)
Gail Schaefer (Orchard Manor), **26 years** (retired January 5th)
Mary Arlen (Social Services), **10 years** (retired January 9th)
Beverly Broihahn (UW Extension), **36 years** (retired January 26th)

Grant County wishes you a happy and healthy retirement!

Reminder ~~ Contact Dawn at the County Personnel Office at least two months before your retirement date so we can assist you with the process. Thank you!



WISCONSIN'S WINTER BIRDS

A S T E S U O M T I T A H S R S U O G K S T G
 N E E L Y T W A X W I N G G R C S C R I R L R
 T C E L K C A R G R O S B E A K R H R N E O R
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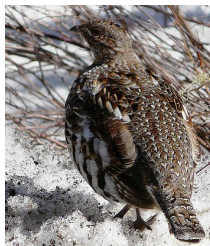
Blue Jay
 Bunting
 Cardinal
 Chickadee
 Cowbird
 Creeper



Junco
 Kinglet
 Mourning dove
 Nuthatch
 Owl

Swan
 Titmouse
 Turkey
 Waxwing
 Woodpecker

Crow
 Eagle
 Finch
 Geese
 Grackle
 Grosbeak
 Grouse



Pheasant
 Raven
 Redpoll
 Shrike
 Siskin
 Sparrow
 Starling

