



# THE COMMUNICATOR

Volume 13, Issue 2,  
April, 2015

Grant County Employee Newsletter

*In this quarter's issue...*

LEAN Initiative

Dana's Desktop

Service Anniversaries

Retirement Recognition

LEAN Word Find

Evaluation Word Find



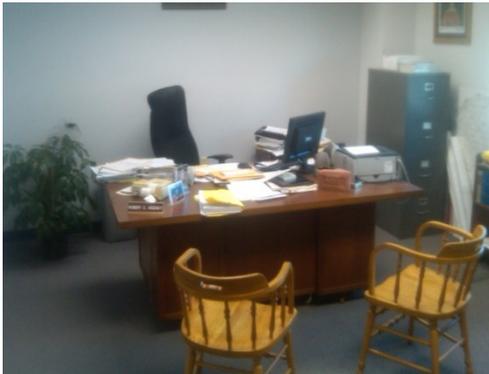
## Grant County's LEAN Initiative

*Submitted by Joyce Roling, Personnel Director*

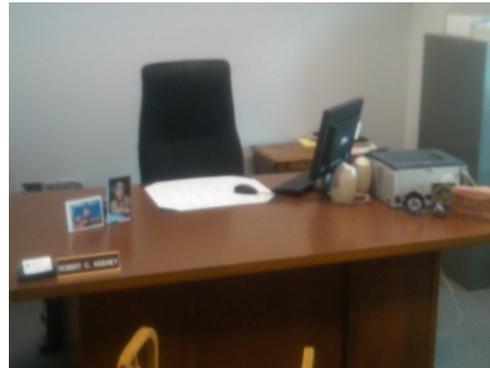
**Lean** = *Continuous process improvement*

As we continue our **Lean** journey, we begin to experience numerous examples of how to become more efficient. **5S** is just one of them. **5S** is an organizational methodology that, when implemented, reduces the waste of resources and space while increasing operational efficiencies.

In other words... it tells us how to clean and organize our work space. Look at the following before and after pictures.



Before



After

The **5 S's** are:

1. **Sort** – Remove all items from the work space that are not needed for your operation.
2. **Set in Order** – Arrange needed items so that they are easy to use and easy to find.
3. **Shine** – Sweep floors, wipe off equipment and make sure everything stays clean.
4. **Standardize** – A way that tasks and procedures are done in the work space.
5. **Sustain** – Continue to take a few minutes each week to clean up around your work space. It catches up to you in a hurry. Make it a habit!

Start out by using **5S** at your work space. E-mail me a before and after picture. There are many benefits of a neatly organized and clean work place. You will experience higher productivity, fewer errors, a safer work environment and a more enjoyable place to work to name a few.

Please contact me if you wish to learn more about **5S** or any **Lean** initiative.

# Performance Evaluations

*Submitted by Joyce Roling, Personnel Director*



In January 2014, Grant County mandated performance evaluations to be completed on every regular employee. Most of the time your evaluation is done on your anniversary date, but there are exceptions based on department internal factors. Evaluations may also be done for new employees at 3 months and 6 months.

Evaluation programs provide a framework of goals and standards from which to measure performance and to identify where an employee excels and where improvement may be needed. They also keep lines of communication open between employees and management for exchange of information where both job satisfaction and productivity will increase.

A few excerpts of the policy follows:

*“...Every Grant County employee shall have his or her work performance reviewed annually in writing. The performance evaluation and the determination of satisfactory or unsatisfactory work performance will be completed by employee’s department head or designee.”*

*“...Employees will not be considered for a wage step or across the board increase unless they have had their performance reviewed and confirmed on a payroll change notice.”*

*“... increases shall be withheld for a period not to exceed 6 months should an employee fail to receive a satisfactory performance evaluation review. Employees who receive 2 consecutive unsatisfactory performance evaluations may be subject to termination of employment.”*

Find out when your evaluation is due. Remind your supervisor if your evaluation hasn’t been done or is late. Feel free to contact me should you have any questions regarding performance evaluations.

Here are a few things you are evaluated on:

- |                  |                       |               |
|------------------|-----------------------|---------------|
| Quality of Work  | Attitude & Initiative | Dependability |
| Job Knowledge    | Judgement             | Communication |
| Quantity of Work | Attendance            | Goals         |



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](mailto:jroling@co.grant.wi.gov).

# Dana's Desktop

by Dana C. Andrews, IT Technician



A tech columnist from Yahoo.com has written a humorous obituary for Internet Explorer. If you haven't heard, Microsoft's perennial browser is being scrapped in favor of a new project called Spartan. Your existing Internet Explorer (I.E.) browser will continue to work with security updates continuing through at least 2016. However, those getting/upgrading to Windows 10 will see a new, non I.E., browser. Updates and upgrades will be offered later on for those using other operating systems. The tech writer felt it was fitting to acknowledge Internet Explorer's historic role in computers and the advancement of DARPA's internet. Here is a brief review from that article.

There was an actual I.E. 1.0 (it was basically a Microsoft branded implementation of Mosaic, the world's first browser). It was released August 16, 1995. If you were around at the time you may remember that there were several browsers to choose from such as Netscape, AOL, CompuServe, and the aforementioned Mosaic. While there was an initial intense battle between I.E. and Netscape, the fact I.E. was free and worked well led to it dominating the browser market like no device has ever dominated any market. At its peak, over 95% of all users had some version of I.E. installed.

The release of Firefox by the Mozilla Foundation would signal the start of the decline in I.E. use. The discoveries in 2006 that there were literally thousands of vulnerabilities in all the I.E. versions (I.E. 6 and down) along with the release of Google's Chrome would have serious additional long term consequences. Nor did it help to have so many versions propagate in a relatively short time span with the quick releases of I.E. 7, 8; then with Windows 7; 9, 10, and the most current, version 11 (the final version as it turns out). Each one of these versions supports different technologies and many internet heavy companies are forced to keep two or more versions of I.E. installed on their workstations. Currently Firefox is the most installed and used browser with Google Chrome second and a neck-in-neck race between Safari and I.E. (counting all versions) for third.

Still, it was a miracle when it was initially released and a panacea of sorts in that a lot of divergent browsers were forced to start adopting similar technologies, standards and practices. The browser wars between Mozilla and Microsoft gave us much of the stunning abilities we've come to expect of online access these days (Javascript, CSS, and object model layouts for example). The fact that all choices of browsers these days are free is directly attributable to the humble Internet Explorer.

A quick follow up note on Internet access: The board that oversees the standards used by web sites and browsers has approved a new set of protocols that should mean faster and more stable access to websites in the future with much less risk of virus or spam infections. Google has an experimental version (called Canary) already out to the public that uses this and rumor is HTML5 will be a core technology of the new Microsoft browser (for sure we will see something from Firefox in the very near future as well). Just remember that both browsers and the web pages you are viewing have to be using the new technology before you can benefit.

## Service Anniversaries

April through June (5 year increments)

**Gene Chapman** (Highway), **30 years** on June 17  
**Lori Vesperman** (UW Extension), **30 years** on June 17

**Michael Stelpflug** (Highway), **25 years** on April 9

**Brian Bierman** (Sheriff), **25 years** on April 23

**Terri Irish** (Social Services), **25 years** on May 14

**Kevin Lange** (Conservation, Sanitation, and Zoning), **25 years** on May 21

**CeCe Fishnick** (Social Services), **25 years** on June 18

**Bonny Lenz** (Orchard Manor), **20 years** on May 15

**Connie Miles** (Clerk of Court), **20 years** on May 22

**LeaAnne Smith** (Social Services), **15 years** on April 3

**Judy Raisbeck** (Orchard Manor), **15 years** on April 12

**Kimberly Lolwing** (Orchard Manor), **15 years** on April 18

**Madelyn Foyt** (Orchard Manor), **15 years** on April 19

**Tonya White** (Emergency Management), **15 years** on June 23

**David Lambert** (Highway), **10 years** on April 8

**Jo Ann Brinkman** (Orchard Manor), **10 years** on April 12

**Adam Day** (Sheriff), **10 years** on May 15

**Gerald Staskal** (ADRC), **10 years** on May 17

**Cory Burgess** (Highway), **10 years** on June 6

**Diana Fogel** (ADRC), **5 years** on April 20

**Jennifer Schmitz** (Social Services), **5 years** on April 26

**Michelle Hartnett** (County Clerk), **5 years** on May 10

*Congratulations on reaching these milestones! Thank you.*

## Retirement Recognition

February 8, 2015 through April 13, 2015

**Janet Graney** (Conservation, Sanitation, and Zoning), **28 years** (retired March 6th)

**Jane Reed** (District Attorney's Office), **41 years** (retired March 6th)

*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!

# LEAN

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| W | C | L | T | P | R | O | C | E | S | S | E | T | I | I | S |
| A | T | N | M | S | Y | T | Z | O | A | T | G | N | M | O | L |
| I | E | M | I | T | C | I | R | E | S | N | A | P | P | A | O |
| T | P | A | S | G | N | I | V | A | S | B | R | I | T | G | B |
| I | O | S | E | A | E | E | W | B | N | O | H | S | N | N | M |
| N | O | L | G | E | I | Z | M | A | V | S | S | I | E | F | Y |
| G | A | R | M | E | C | I | K | E | R | L | P | Z | L | R | S |
| I | O | I | C | S | I | D | V | E | G | P | I | O | O | A | S |
| A | Q | E | N | I | F | R | D | Y | A | A | W | T | R | T | T |
| P | M | U | I | V | F | A | G | M | K | C | N | R | R | T | C |
| F | N | E | A | R | E | D | L | O | H | E | K | A | T | S | E |
| P | B | L | T | L | O | N | R | A | V | I | T | I | M | H | F |
| T | U | S | S | S | I | A | R | N | O | E | L | N | Z | I | E |
| E | S | E | U | O | Y | T | I | I | G | G | E | I | S | N | D |
| D | A | A | S | O | R | S | Y | Y | C | H | A | N | G | E | E |
| K | N | S | L | O | O | T | A | G | G | I | N | G | H | T | L |

- |            |            |             |             |           |
|------------|------------|-------------|-------------|-----------|
| Change     | Kaizen     | Process     | Standardize | Tools     |
| Defects    | Kanban     | Quality     | Strategy    | Training  |
| Efficiency | Leadership | Savings     | Sustain     | Transport |
| Flowchart  | Lean       | Set         | Symbols     | Value     |
| Goal       | Management | Shine       | System      | Waiting   |
| Improve    | Mapping    | Sort        | Tagging     | Waste     |
| Inventory  | Organize   | Stakeholder | Time        |           |

Note -

Kaizen: A team activity to rapidly eliminate waste in a particular area

Kanban: Japanese word meaning sign board—a visual tool used to organize

# EVALUATIONS

PT - A I M P T O A D C C A N I L N U Q T  
 O G A D E Q U A T E S O R S A F U N U R R  
 T L S U X X C Y L U E I S E L N S A S L O  
 G O U T C O M E P I Y N I P A A N C E B C  
 C C Y O E I G E Q O C U R C T T O N K O C  
 D I Y A P A R A M R C O C I I N I G A Y O  
 E O T T T V B S R R D E S T C U T V N O G  
 C T N I I A R E A U P F Y E A E A A I T E  
 N T O S O L - E C T A T R E D U T I T T A  
 A N I U N O I T A C I N U M M O C D T W Y  
 D O E B A R I B T L S S L I V A E E A A B  
 N I P - L V L O A I N D F N V C P N L S I  
 E T D S I E R U P D C I L A N E X T E K I  
 T A B T J Y Q I K U N I W A C D E I E I A  
 T U Y A C I M P R O V E M E N T T F N L C  
 A L T N E M E G D U J R P U I I O Y A L E  
 E A Y D E G D E L W O N K E L V E R L S T  
 E V I A E S E F I F O T E I D E E Y Y S R  
 E E R R N E A T R I E M B R D E L R Y M I  
 B C O D E T D E V I T A I T I N I S U N S  
 I A N S U A P L A N N I N G T N D S T T N

Abilities  
 Adequate  
 Attendance  
 Attitude  
 Communica-  
 tion  
 Concerns

Creativity  
 Delegation  
 Dependability  
 Evaluation  
 Exceptional  
 Expectations  
 Goals

Identify  
 Improvement  
 Initiative  
 Judgement  
 Knowledge  
 Outcome  
 Performance

Planning  
 Productivity  
 Quality  
 Quantity  
 Review  
 Satisfactory  
 Skills

Standards  
 Sub-Standard  
 Supervision  
 Unacceptable  
 Unsatisfactory

