

# THE HR NEWSLETTER

CITY OF VALDOSTA

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**Don't Forget to Fall Back on Nov 3!**

**OPEN ENROLLMENT 2019**

**It is that time of the year!**

**Open Enrollment for the 2020**

**Plan Year is Coming!**

**November 12-14, 2019.**

NOTE: Attendance at the OE Sessions is not mandatory but is encouraged for any new enrollees in 2020 and those employees who have questions regarding the plan. **Please be reminded that your attendance must be coordinated with and approved by your Manager/Supervisor to ensure adequate coverage.**

# November Birthdays



- Deangelo Williams Jr. 11/1
- Tina Matchett 11/2
- Lavertt Ogden Jr. 11/2
- Steven Shadron 11/2
- Shandora Gray 11/3
- Tonnie Knight 11/4
- Eric Wagner 11/4
- Rodney Slater 11/5
- Benjamin Griffin 11/8
- Jay Wolfe 11/8
- Scottie Johns 11/9
- Nancy Robinson 11/9
- John Herpin 11/10
- Jimmie Bacon 11/11
- Christopher Scott 11/13
- Branam Johns 11/14
- Esau White 11/14
- Anthony Drake 11/15
- Dylan Welch 11/15
- Seabron Williams III 11/15
- Brandy Kirkland 11/16
- Austin Wilson 11/17
- James Byrd Jr. 11/18
- Daphne Covington 11/18
- Brent Nichols 11/19
- Terrence Hines 11/20
- Kyle Holder 11/20
- Jeremiah McCoy Sr. 11/21
- Thomas Cothron III 11/22
- Alan Girsch 11/22
- Eldred Thomas Jr. 11/22
- Leonardo Warner 11/22
- Jeffrey Kraushaar 11/23
- Michael Penland 11/23
- Alexandra Arzayus 11/24
- Alvin Parker 11/24
- John Gay III 11/25
- William Rich 11/25
- Joshua Hunt 11/26
- John Buchina 11/27
- Lafaith Phillips 11/27
- William Taylor Jr. 11/27
- Alan Christopher 11/28
- Michael Crump 11/28
- Brandon McDuffie 11/28
- Carolyn Sampson-Burgess 11/30



## Employee Anniversaries

- |                          |                            |
|--------------------------|----------------------------|
| • Donald Baldwin, 41     | • Christopher Scott, 10    |
| • William Sims, 22       | • Christian Stevick II, 10 |
| • Mary Newbern, 22       | • Ryan Stickland, 10       |
| • Lavertt Ogden Jr, 22   | • Remus Bell, 10           |
| • Jason Rowan, 22        | • Thomas Hess, 10          |
| • Justin Ply, 21         | • Edward Strohl Sr, 10     |
| • Michael Walden, 21     | • Troy Cribbs Jr, 9        |
| • Monica Nelson, 20      | • Ken Taylor 8             |
| • Christopher Crews, 19  | • Robert Hamilton, 8       |
| • Marion McQueen, 18     | • Julie Grantham, 8        |
| • June Gartman, 18       | • Christopher Boone, 7     |
| • Harold Henderson, 17   | • Kevin Jenkins, 6         |
| • Mark Flythe, 15        | • Albert Anderson, 6       |
| • Selena Phinney, 14     | • George Simpson, 5        |
| • Heather Willis, 14     | • Lafaith Phillips, 3      |
| • Rick Mefford, 13       | • Joeylynn Harlow, 1       |
| • Thomas Cothron III, 10 | • Daniel Massey 1          |
| • Brandon Matheny, 10    | • Ericka Phillips, 1       |
| • Shelley Miller, 10     |                            |

# October Employee of the Month

Valdosta Mayor John Gayle and Utilities Director Darryl Muse honored Leroy Paulo as the October 2019 Employee of the Month at the Oct. 24 City Council meeting. Paulo received a framed certificate and a check for \$200, and his name appears on a plaque displayed in City Hall.

Leroy Paulo began his employment with the City of Valdosta in July of 2007 and presently assumes the position of Maintenance Supervisor. Leroy distinguishes himself as an outstanding and dedicated maintenance professional. He never hesitates to do whatever is required, ensuring safe Plant wastewater processing at the Withlacoochee Water Pollution Control Plant. One example was his leadership in replacing media fabric for all three large final treatment filters at this Plant. Leroy led a team of technicians in this project which had never been attempted at our facility. He accomplished this during the month of July, 2019 with temperatures reaching 100 degrees. The project was completed without error, preparing his Plant for increased inflows prior to heavy rains and potentially tropical storms. His determination to accomplish this without contractor support eliminated any potential for sewage spills that assuredly would occur due to the old worn out and clogged filter media. Leroy ensured the maintenance was done safely, professionally, and in a compressed timeframe. His attention to detail and strict adherence to all safety practices resulted in no employee injuries during a complex, tedious project.

Two additional examples of Leroy's dedication were his leading teams to build concrete pads for a new emergency pump installed at the Lakeland lift station and a new emergency generator installed at the Cherry Creek #1 lift station. These pads were custom-built for heavy equipment installations, saving the City money, training other City employees in the art of concrete finishing, and ensuring top quality end products for the citizens of Valdosta. These projects were accomplished with no degradation of attention to his primary responsibilities at the Withlacoochee Wastewater Treatment Plant.

Leroy always displays professionalism and is fully deserving of recognition for his devotion to duty and going beyond what his job description entails. The City of Valdosta applauds Leroy Paulo for demonstrating outstanding initiative, strong dedication, and for being named the October 2019 Employee of the Month.



# UPCOMING EVENTS

Never miss out on City of Valdosta events. If you don't see an event your department is hosting, contact the Public Information Office at 229-671-3615

THE OSSIFE TEMPLE PRESENTS

## CHRISTMAS PARADE

6PM UNTIL

**7 DECEMBER** **PATTERSON ST INTO DOWNTOWN**  
**THEME: CHRISTMAS ON MAIN STREET**

The parade starts at Woodrow Wilson at 6pm and runs south down Patterson Street into Downtown Valdosta. All parade applicants must fill out application to be considered.  
 FOR MORE INFO CONTACT VALDOSTA MAIN STREET @ (229) 259-3577

Mayor's **MOTORCADE**

## HOLIDAY Gift DRIVE

BENEFITING LOCALS IN NEED

Visit [ValdostaCity.com](http://ValdostaCity.com) for more details

## TOYS FOR TOTS TOY DRIVE

Pizza Hut Valdosta/Lake Park Locations & Valdosta Police Department

**Oct 11 - Dec 25**

Police Department:  
500 N Toombs St.

Pizza Hut Valdosta Locations:  
404 Northside Dr Site B  
3024 N Ashley St Dr  
1823 West Hill Dr

7171 Lake Ave, Lake Park, GA 31636

Please bring an unwrapped toy for children this holiday season

Join us for the...

## Christmas Tree LIGHTING

Friday | December 6th

- Christmas Carols
- Christmas Cookies
- Hot Chocolate

**Begins @ 5:30pm**

Across from City Hall

**VALDOSTA**  
A City Without Limits

*dwtv*  
DOWNTOWN VALDOSTA



## FALL ELECTRONICS RECYCLING EVENT!

**FREE FOR CITY AND COUNTY RESIDENTS**

**SATURDAY NOV 16**

**MATHIS AUDITORIUM 9 A.M. - 1 P.M.**

# Thanksgiving Luncheon

**2019 Thanksgiving Luncheon**  
**Friday, November 15, 2019**  
**11:00 AM – 1:00 PM**

**This year's Thanksgiving Luncheon will be held at the James H Rainwater Conference Center. We are proud to announce the Luncheon will be completely catered by the Conference Center, absolutely FREE to all employees! The luncheon will still include a choice of 2 meats, vegetables, dessert and a drink.**

**TO RSVP, PLEASE SEE THE ADMINISTRATIVE ASSISTANTS IN YOUR DEPARTMENT!!!**

**The last day to RSVP for the Luncheon will be Tuesday November 5, 2019. Our goal for this year is to appreciate and be Thankful for each other. Should you have questions regarding the luncheon, please feel free to contact any ERC member. Your 2018-2019 ERC members are listed below:**

**Alexandra Arzayus  
Amanda Hendricks  
Cindy Randall  
Tammie Hart**

**Teresa Turner  
James Clinkscales  
Taylor Marzell  
Terrial Small**

**Tonja Shackelford  
Sandra Watley  
Rachel Thrasher**

**HOPE TO SEE YOU THERE!!!**

HAPPY

*Thanksgiving*



# Safety Committee Update

The Safety Committee would like to thank all of the City of Valdosta employees who stopped by at our Health Fair 2019 booth and participated in our “Spot The Hazard” and “Fire Truck” prize drawings. We truly appreciate your support, participation, and the wonderful compliments of how the committee is doing and the steps we’ve taken so far towards our goals and objectives.



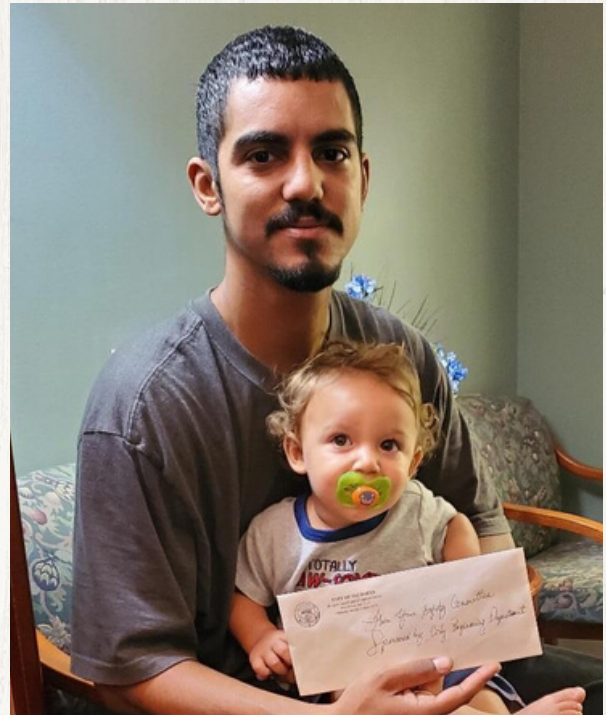
Many thanks to the Safety Committee representatives who volunteered at our booth.

Special Thanks to all of the departments who have provided us with give-away items and especially to our Sponsors for their support for our committee shirts and prizes: Police Chief Leslie Manahan, Fire Chief Brian Boutwell, and City Engineer Pat Collins.

# Spot The Hazard Winners!



**GLORIA WHITE - PUBLIC WORKS DEPT  
SPOT THE HAZARD WINNER  
\$50 VISA CARD  
SPONSORED BY FIRE CHIEF BRIAN BOUTWELL**



**VICTOR ANDERSON - UTILITIES DEPT  
SPOT THE HAZARD WINNER  
\$50 VISA CARD  
SPONSORED BY CITY ENGINEER PAT COLLINS**



**MICHAEL BROOKS - PUBLIC WORKS DEPT  
FIRE TRUCK DRAWING WINNER  
SPONSORED BY VALDOSTA FIRE  
DEPARTMENT**



**WENDELL BARRENTINE - FINANCE DEPT  
FIRE TRUCK DRAWING WINNER  
SPONSORED BY VALDOSTA FIRE DEPARTMENT**

# Health Fair

Thank you to everyone who helped with making the Employee Health Fair a huge success!

We had a total of 33 Vendors that served more than 330 employees and more than half a dozen retirees and spouses!

The goal of this health fair is to educate our employees about different options for health and wellness.





# Pink Out for Breast Cancer Awareness



A huge **THANK YOU** to all of our staff that wore pink on October 22 in honor of Breast Cancer Awareness Month



# WHO'S WHO IN HR?

**YOUR GO-TO TEAM "Who do I call for...?" It can be confusing to determine who in HR to call with your specific questions.**

**Use the information below to point you in the right direction.**

## **Catherine Ammons**

Director of Human Resources  
cammons@valdostacity.com  
(229) 259-3544 ext. 4745

- EEO Claims, lawsuits, related issues
- Employee grievances and appeals
- Position management, workflow, reorganization
  - Policy interpretation/challenges
- Any issue, problem, or question for which you are unable to get a timely answer
- Sick Leave Donation
  - Staff handbook updates/changes



## **Amanda Hendricks**

Sr. Human Resources Manager  
ahendricks@valdostacity.com  
(229) 259-3544 ext. 4747



- Payroll
- Health Benefits
- Unemployment benefits
- Retirement point of contact

## **LaToya Robinson**

Human Resources Coordinator  
lrobinson@valdostacity.com  
(229) 259-3544 ext. 4318



- Employment verifications
- Employment Onboarding
  - Training
  - Job Postings
- I-9 Verifications

## **Berna Hepburn**

Human Resources Specialist  
bhepburn@valdostacity.com  
(229) 259-3544 ext. 4746



- Worker's Compensation claims
- Property insurance
- FMLA

# Advocating for Members and Their Families



Personal and proactive outreach is the hallmark of the **Member Services team**. When you work with our team, you'll never stand alone in the face of resolving a bill for healthcare services that exceed your responsibility.

## How will you know if you're being charged too much?

After receiving medical care, you will get an Explanation of Benefits (EOB) from your plan administrator specifying what you owe for services. If you receive a bill for more than this amount, immediately contact ELAP.



## What will ELAP do for you?

Once ELAP receives your bill, you and your family are assigned a personal Member Services Advocate who will provide you with support every step of the way. After you give us written permission to advocate on your behalf, our team begins working to resolve the claim with your healthcare provider.

## Who can you call with questions?

Your dedicated Advocate is your main line of support, continually monitoring the progress of your account while proactively keeping you up to date.

Have a question? Call or email your Advocate at any time. You'll get a response within 24 hours. We are always here to help you better understand your plan benefits.



## Keep an Eye on Your Mail

If it sounds easy, it's because it is. If you receive any billing correspondence in the mail, send it to us right away.

Your Advocate will take it from there, keeping you in the loop throughout the process.

**Our Motto: Advocate, Engage, Empower.**



**Members and their families are at the center of all we do.**

Phone: 1-800-977-7381 | Email: [bb@elapservices.com](mailto:bb@elapservices.com)

Fax: 1-888-560-2447 | Mail: 1550 Liberty Ridge Drive Ste. 330 Wayne, PA 19087

# Mayor's CHRISTMAS MOTORCADE

Help the Valdosta Mayor and Fire Chief make this season brighter for more than 100 patients-ages 7 to 73-at the Parkwood Development Center.

Listed below are items needed by patients that your generous donations may help provide. All donated items should be new and unwrapped. Thank you for sharing holiday joy!

## CLOTHING

Pajamas  
Nightgowns  
Bathrobes  
Socks  
Underwear  
Bedroom Shoes  
Hats

Belts

Tennis Shoes and Shoe Strings

Light Jackets

Shirts and Pants

Baseball Caps

## PERSONAL CARE

Toothpaste  
Toothbrushes  
Combs/Brushes  
Dove Body Wash  
Degree Solid Deodorant  
After Shave

## MISCELLANEOUS GIFTS

Stationary  
Pens/Pencils  
Tote Bags  
Cookies/Snacks  
DVDs (PG/G Only)  
Hair Accessories  
Coloring Books  
Cardboard Children's Books

Board Games  
Cards  
Watches  
Small Boombox Radios  
Headphones  
Large Bouncy Balls  
CD's  
Crayons

**DONATIONS WILL BE COLLECTED UNTIL DEC. 3**

**Donations will be delivered at 10:00 a.m. on Dec. 4.**

**PLEASE DROP OFF ALL DONATIONS AT VALDOSTA FIRE STATION #1 AT 106 S. OAK STREET & AT VALDOSTA CITY HALL, 3RD FLOOR, AT 216 E CENTRAL AVE.**

Call 229-259-3548 for more information.