

In the Community

Birthdays

January

Karl Miller
Gary Blank
Joe Phillips
Jeffrey Heyl
Dan Brewer
Joseph Houlihan
Jesse Estes
Denise Schlotman
Rodney Lofland



March

Ronald Maydak
Stephen Keeney
Gregory Francis
Tom Powers
Michelle Ray
Michael Denton
Steve Sears
Tom Heywood
Sheila Williams

February

Charlie Hodge
Tony Matre
Robert Murphy
Timothy Kenny

Years of Service

Five

David Stetter
Bert Watts

Ten

Ralph Linne

Fifteen

Paul Hauser

Retirements



Jerry Klein retired on November 30, 2010

David Maier retired on December 22, 2010

Transfers

- In 2011, Doug Bruce, FMW2, will transfer from the Justice Center to the Courthouse
- Glenn Dupps, FMW2, will transfer from the Youth Center to 250 WHT
- Bill Obermeyer transferred from 237 WHT to 222 East Central Parkway
- Joe Houlihan, MRW2, will transfer from 222 East Central Parkway to the Courthouse

Christmas Party

The Annual Christmas Lunch was again a success, with lots of delicious food and desserts, good company and conversations. In the "White Elephant" gift exchange, it's hard to say who walked away with the best gift. There was everything from a rockin' Elvis tree ornament to an Applebee's gift certificate. Thanks to everyone who participated – looking forward to next year.



Just For Fun!

Silly Quotes - www.nicefacts.com

- "While sitting in a tavern, someone hit my nose from behind." - reason given for insurance claim
- "Mattie's Restaurant and Yoghurt Palace, 'An alternative to Good Eating'" - Restaurant Business Card from Decatur, Texas
- "Danger Slow Men At Work" - Road sign in Brunei
- "Permitted vehicles not allowed." - Road sign on US 27
- "Elephants Please Stay In Your Car." - Safari park sign
- "SAFETY FIRST: Please put on your seat belt - prepare for accident." - Sign on backseat of Taxi

Cincinnati Facts - www.davidsvoice.org

Sports

- The Cincinnati Reds became the first Major League Baseball team in 1868; Because of this, the Reds always open the season at home.
- The Reds won 57 games and lost zero during their first year season.
- In 1937 the Cincinnati Reds played the first night game in baseball.
- The Reds were the first team to be broadcast on radio and then television.
- Sidney Weil (of Weil Funeral Homes) was the owner of the Cincinnati Reds from 1929-1934.

Politics and Civic Life

- John Quincy Adams was the first United States President to visit Cincinnati. He came to view the first major telescope which was then in Mt. Ida. Mt. Ida's name changed to Mt. Adams to commemorate the President's visit. Today, the telescope is located in Mt. Lookout.
- Originally, Cincinnati was named Losantiville, which means opposite of the mouth of the river, which was the Licking River.
- The Licking River is one of the few rivers in the world that flows north.
- Cincinnati has 7 hills like Rome and is named after the Roman Hero Cincinnatus, so in 1931 Italy gave Cincinnati a statue of Romulus and Remus in honor of the fact that Cincinnati is the only city in the United States named after a Roman hero. The statue is located at Eden Park in the Overlook.
- The John A. Roebling Suspension Bridge was the prototype for the Brooklyn Bridge. Construction began in 1856 and then halted until 1863. Construction stopped for the Civil War. The North did not want the South to capture Cincinnati. At the time Cincinnati was the largest trading partner of the south and provided them with most of their industrial goods. In 1866 the bridge was completed and a toll was charged to cross over it of 3 cents and over 120,000 people crossed in 2 days. The official opening was New Years Day 1867.



Letter from the Director

We are entering another year of change; our responsibilities continue to increase while we have decreased in staff in some areas, in order to balance the budget. This has occurred through retirements, transfer, layoffs and not filling an open position. As result of the aforementioned, Mr. Rodney Lofland is also responsible for Security along with his Safety functions, and Mr. Blaine Gilmore assumed the management of the Parkhaus garage and property leasing functions. (see new organization chart on page 4).

The outlook for 2011 appears to be no better than 2010. Until revenues are equal to or greater than the expenses in the General Fund, the whole County Government structure continues to be challenged to provide the same levels of services as in the past, we as a Department will be no exception.

Since 2008, we have been tracking our performance in key areas using a series of charts. These have been posted on our web site. If you want to see how we did in 2010, please check it out.

There will be a Department wide meeting in either February or March. At that time I will share some thoughts on where our Department is headed in 2011, and do my best to answer any questions you may have. You can either drop your questions to me by e-mail rw1@cms.hamilton-co.org or a note in the inter-office mail. I will try to answer all of these at that meeting.

- Thanks, Ralph

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First Quarter Holidays

Martin Luther King Day
President's Day

Monday, January 17, 2011
Monday, February 21, 2011

Reminders

"Check your Check"

Your first paycheck for the New Year will be issued on January 12. It is very important that all employees review their paycheck to ensure that correct deductions are being taken for medical, dental, LTD, Hartford Supplemental Life, FSA's and Smart Commuter, specifically if you made any changes to your healthcare for 2011. It is your responsibility, to let Inger or Sandy know, if your deductions are incorrect. If there are any



errors or discrepancies, it is critical to resolve them as soon as possible.

Check your e-mail

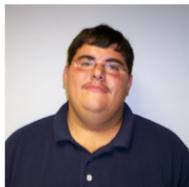
This is a reminder that you should make it a daily habit to check your e-mails. We no longer attach job postings, request for donated leave, employee discount flyers etc. to the e-mails. Rather we post them on the S-drive, where they are easily accessible. So please – check your mail at least once a day.

Healthcare Reminder

New Insurance cards for 2011, will be issued for Humana. Dental cards will only be issued if there is a change in your coverage. When you receive your new cards, please make sure you check all information on the cards, and let Inger or Sandy know if anything is incorrect.



Welcome to the Department of County Facilities!



Carl Edwards
Custodial
Worker II



Mark Sengewald
Maint. Repair
Worker II



Andy Stafford
Maint. Repair
Worker II

Reminders (continued)

Tool Audits

Electricians and Plumbers' Tool Inventory Audits at the Justice Center were due 1/10/2011. If you have not done so, please complete this audit as soon as possible.

Evaluations

The Annual Performance Evaluations are due back to the Administrative Services Division on January 17, 2011. Instructions for completing the evaluations have been saved on the S-drive in a folder titled "Performance Evaluations and Key Policy Reviews".

Key Policies

The "Key Personnel Policies Annual Review" is also due back at this time. All forms and policies have been made available on the S-drive, in the above mentioned folder. All supervisors/managers must conduct the review with each of their direct reports, either individually or during a group staff meeting. A script covering important points is also available, should you prefer to conduct a group meeting.

Safety News

By Rodney Lofland

Safety & Health Training Makes Good Sense: Effective Training is a Win-Win Situation for Everyone

Employee safety and health training is a vital part of an effective safety and health risk management program. Not only can an effective training program help reduce the number of injuries and

illnesses, deaths, property damage, legal liability, workers' compensation claims, and missed time from work, but effective safety training classes help establish a safety culture in which employees themselves promote proper safety procedures while on the job.

Look at any business that has a safe, healthful workplace, and you'll typically find the following seven elements: 1) Managers are committed to making the program work; 2) Employees and managers are held accountable for following safe work practices; 3) Employees are involved in the program; 4) Employees know how to identify and control hazards; 5) Employees know how to investigate near miss incidents and accidents; 6) Employees and managers are educated and trained in safe work practices; and 7) Managers review the program regularly. These seven elements work together to make workplace safety and health programs successful. But notice that most of these elements are employee driven. Safety, as the old truism goes, is everyone's responsibility. It must begin with management commitment. But once management makes the commitment to safety excellence and establishes safe work policy, a well trained and educated workforce is needed to truly identify and control hazards on an ongoing basis. Otherwise, a safety policy is just good intentions and words on paper.

The rubber meets the proverbial road in safety with the employees who are in direct contact with potential hazards. Therefore, employees need sufficient training and knowledge to recognize, avoid or control hazards. Safety

training to be effective cannot be of the "canned" variety. Rather, to be effective and meaningful to the employee, the training must be relevant and address the employee's actual workplace conditions and potential hazards. Further, an effective safety training program begins with new employees who are likely to have both general and specific gaps in knowledge that they will need to work safely, and is continually reinforced thereafter through regular training, safety talks, or whenever new hazards are introduced or discovered in the workplace.

Finally, safety and health training is not only required by law, but also makes good "cents." One example is Bradley County, TN, which reportedly saved more than \$125,000 in 2008 compared to 2007 because of its upgraded safety inspections and stepped up training effort. They reported a 47% drop in workers' comp expenses, according to a report in The Chattanooga, and a 23% decrease in workers' comp claims (http://www.bradleyco.net/OurCounty_2.3.09.aspx). The county attributes the improvement in employee safety and the corresponding savings of taxpayer money to increased safety awareness through regular safety training.

The Hamilton County Department of County Facilities (HCDCF) conducts both new hire and monthly safety and health training for our employees. Topics include not only those required by federal and state law, but also those based upon the specific hazards and worksite conditions faced by county facility employees. These sessions are further bolstered by "safety toolbox talks" and our monthly safety committee meetings that has as its goal to address and resolve safety and health issues. So far this year HCDCF has experienced an 87% decrease in worker's comp claims from this time last year.

Effective safety and health training leading to a well trained and educated workforce is a win-win situation for
(continued on page 5)



everyone with fewer safety violations, safer work environments on county properties, and a substantial savings of taxpayer dollars.

Project Management

Water on Metal, Not a Good Thing

By: Bert Watts

Over the past couple of years the Sheriff's Office and Facilities' Department staff has been dealing with a problem in every shower room throughout the Justice Center. The original 1 foot by 4 foot security light fixtures that were installed during the construction of the building were not very rust resistant to say the least. Over the years these fixtures became very rusted and eventually became a safety hazard for all of the tenants of the building using these shower rooms.



This issue was a continuous problem that both departments have been dealing with for years. It had become commonplace to get a group of work orders at the same time every year for the fixtures to be cleaned and repainted. It took our painters a few days to complete each fixture, since all of the white paint on the metal frames of these fixtures would become entirely encased with rust. Earlier in the year the Sheriff approached the Facilities' Department with a request. To purchase a new stainless steel security fixture that was much more economical and efficient. Being stainless steel these fixtures are rust resistant alleviating the need for painting.

The Facilities Department Electricians have been working alongside the Sheriff's Maintenance staff with the replacement of the old 1' by 4' light fixtures. Within a month's time the entire fifth floor of the south building has been completed. Each stainless steel fixture should save approximately \$200 in labor and materials, which is what it cost to repair one of the old fixtures. The new fixtures are more energy efficient as well. This is a good example of how various County Department's continue to work together to become more sustainable and energy efficient.



ARCHIBUS Corner

Upgrade to Version 19.1

By: Michelle Ray

In January - February of 2011, we will be upgrading our Archibus implementation to version 19.1! Some new features we will be



able to take advantage of:

- Scheduling PM's to Generate Automatically
- GIS Online Viewing
- New Smart Client - Will eventually replace Window client, and need for Citrix Server access - Saving on hosting costs
- New Energy Management Module
- Increased speed on the Web Central site
- And many more...

New Vendors

We would like to welcome our new vendors for Archibus.



We have entered into a 2 year Master Service Agreement with Applied Data Systems, Inc. (ADSI), for Data Warehousing and Hosting Services.



We have also entered into a 2 year Master Service Agreement with Business Resource Group (BRG), for Archibus Support Services.

If you have any questions or need any support for Archibus, please contact Michelle Ray, Facilities IS Manager @ 946-5028 or by email @ mray@cms.hamilton-co.org.

Also, checkout the Archibus video on the Wall Street Journal site. <http://tinyurl.com/3x92aq9>



United Way By: Rocky Pegg

Our United Way Campaign has completed and we collected a total of \$47,817.80 from departments that participated in the centralized campaign (which included approx. 4,600 employees).

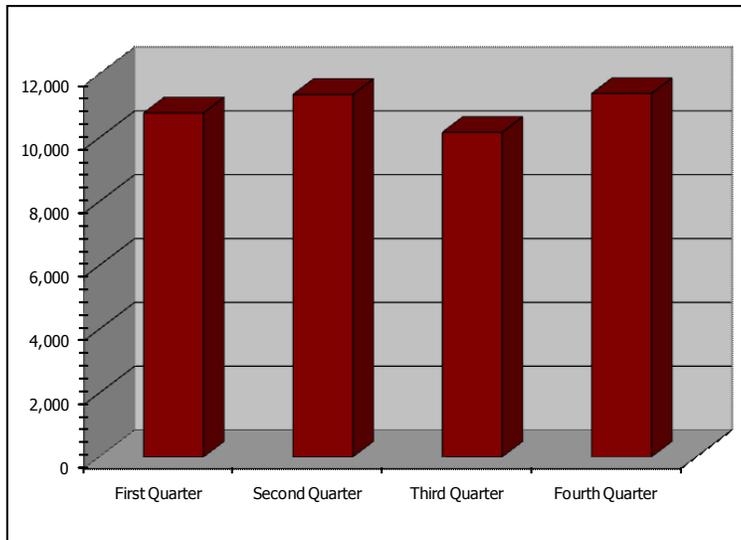
Thank you for promoting this worthy organization!

Did you feel it?

By: Michelle Ray

There was an earthquake in Northeast Indiana, around 7:55 am on Thursday, December 30th. It was a 4.2, and 3 miles deep. Many around the tri-state area felt it, some reported from Milford, OH and Rabbit Hash, KY. Many tri-state residents also felt an earthquake in the afternoon, of June 23. The IPAC Committee members felt it on the 6th floor of the Administration building, during a discussion about disaster recovery. That earthquake was in Canada.

Work Requests Completed by Problem Type Fourth Quarter 2010



First Quarter	10,783
Second Quarter	11,362
Third Quarter	10,175
Fourth Quarter	11,392
Year-To-Date	43,712

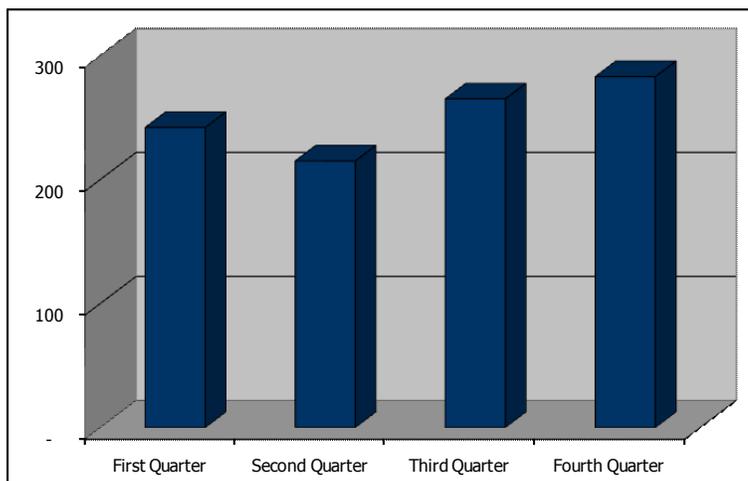
American Corrections Association	85
Americans with Disabilities Act	0
Audio Visual	14
Blinds	30
Replacement of damaged ceiling tiles	129
Cleaning	1483
Compliance Management Inc.	72
Computer	42
Conference room configuration	31
Custodial Services	937
Deliveries for other dept w/in your bldg.	312
Doors	732
Drywall patching/replacement	34

Electrical issue	1187
Building Automation System, Repairs / Mint	48
Electronic Security System	8
Electronic Lock	172
Repair TV's, Remote's, Amp's, DVD/VCR	7
Elevator Repairs/Maintenance	128
Escort Non-badge Persons	51
Escort LEADS	19
Escort Non-LEADS	18
Drills, Fire Drs/Smoke Evac./Dialer Tests, etc.	47
Fire Suppression System	20
Fire System Repair/Maintenance	114
Fleet Management issue	471
Flooring Repair	96
Furniture/Furnishing issue	707
Grounds/Landscape	338
Hillcrest Hygiene Supply Kit	6
New installation	420
Purchase Supplies, Stock Inv, Distribute	262
Jared's Law	0
Make/change keys	293
Appliance Repair, Food Cart Repairs	144
Kitchen Failure	38
Kitchen Inspection	60
Laundry Services	378
Leaking problem	293
Light bulb	2490
Mechanical problem	1289
Move a piece of equipment and/or furniture	698
Non Electronic Lock	144
Paint as required	204
Public Emp. Risk Reduction Prog.	83
Pest control activities	269
Phone Problems	37
Plumbing problem	4148
Police the grounds, restrooms, etc	4
Pre-Bag Filters	20
Preventative Maintenance	23195
Project (Fac Mgmt only)	38
Quality Assurance Inspections	1
2-Way Radio, Repeater, Tests/Repairs, etc.	166
Move, Inv, Store, Transport, Destroy Records	59
Roof	37
Safety	281
Safety Services (CMCuse only)	2
Security Fixture Repairs	249
Signage	123
Special event setup	177
Store rooms - Maint. and Building Services	69
Stocking paper supplies in Tenant Areas	138
Stocking Trades Shops	12
Telecommunications - JC Visitor phones	0
Temperature is too cold	200
Temperature is too hot	228
Towing	2
Transporting	57
Waste Exposure	42
Window or glass problem	23
Total	43,712

Open Work Requests at the Beginning of the Quarter Fourth Quarter 2010

At the Beginning of:

First Quarter	242
Second Quarter	215
Third Quarter	265
Fourth Quarter	283



Hamilton County Board of County Commissioners: Facilities Department Organization Chart

For 2011, as a result of the reduction in staff, the Department of County Facilities has been reorganized. The new organizational chart is shown here.

