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## The RESOURCE

**Mission Statement:** The mission of the Department is to serve our customers, employees and staff with integrity and accountability in a professional and courteous manner.

**Goals:** To attract, motivate, develop and retain an efficient, productive and diversified workforce primarily responsible for providing services to our citizens.

## Human Resources Staff

### Nancy V. Shaffer

Nancy V. Shaffer was appointed as the Director of Human Resources on November 16, 2011. Mrs. Shaffer's career in local government spans 15 years. Mrs. Shaffer was hired at Prince George County on July 1, 2004. Before coming to Prince George, she was employed by Hopewell Public Schools and Concrete Pipe & Products, Inc.

Mrs. Shaffer is a graduate of Richard Bland College and holds a Bachelor's Degree in Business Administration with a concentration in Human Resource Management from Virginia Commonwealth University.

She has completed several professional development studies including the Dale Carnegie Course (Effective Communications and Human Relations) and the LEAD (Leading, Educating, and Developing) program at the University of Virginia. Mrs. Shaffer is also an active member of the International Personnel Management Association (IPMA).

### Aimee M. Francoeur

Aimee Francoeur has worked in Human Resources for Prince George County since August 2005 as Human Resources Analyst. She has a Bachelor's Degree in Business Administration with a concentration in



Human Resources Management. Aimee also has over 10 years of experience in Human Resources and Management specializing in recruitment, staffing and benefits. Mrs. Francoeur is also a member of the International Personnel Management Association (IPMA) and Society of Human Resource Management (SHRM).

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### County Newsletter

Not everyone may know that the County Newsletter, distributed to all citizens semi-annually, is created by staff in the Human Resources Department.

## Human Resources Briefs

During the past three months Human Resources has conducted recruitment processes and interview panels for Communications Officer, Applications Specialist, Special Activities Coordinator, Office Associate with Animal Control, Deputy Emergency Management Coordinator, Network Administrator, Office Associate with Community Development, Kennel Attendant and Social Worker. Approximately 900 applications have been processed. Internal processes have been conducted for fulltime EMT/Intermediate/Firefighter, Market Manager,

Senior Grounds Maintenance Worker and Office Associate with Parks and Recreation. The County has hired three Police Officers, three fulltime EMT/Intermediate/Firefighter's, Special Activities Coordinator, Communications Officer and Applications Specialist. Also employed were an emergency hire in Parks and Recreation and one in the Treasurer's Office.

The Department has offered various training opportunities for staff such as Personal Safe-

ty Training, Domestic Violence Training and Boss's Guide to Performance Evaluations.

Human Resources strives to maintain service excellence by taking care of the needs of our staff whether it be assisting with insurance questions, making changes to employee benefits, assisting employees with FMLA, Worker's Compensation, Retirement and other Personnel matters.

In January, the first Health Assessments and Bio-Metric Screenings were conducted.

Based on a participation rate of 69%, it is anticipated that these will continue in the future.

Also in January, the Department hosted an onsite Users Group with regional Human Resources professionals from other localities to discuss such topics as HRIS, Recruitment and Selection, VRS changes, etc. This event was such a success that plans to meet on a quarterly basis are being made.

In addition, staff is learning a new electronic financial management system known as Munis.

## News from NACo/Nationwide Retirement Solutions

### Why Nationwide Retirement Solutions?

Nationwide has been helping public sector employees, like you, invest for retirement for more than 30 years.

A 457b deferred compensation plan is a retirement plan offered by your employer, created to allow public employees like you to put aside money from each paycheck toward retirement. A deferred comp plan can help bridge the gap between what you have in your pension and Social Security, and how much you'll need in retirement.

Here are some frequently asked questions about deferred comp plans:

**What sets a 457b apart from other retirement plans?** A 457(b) may offer benefits other retirement plans can't, like penalty-free withdrawals once you stop working for your public sector employer.

**What does tax-deferred mean?** Basically, you don't pay income taxes on your deferred comp plan contributions or earnings until you retire and/or begin to take payments from your account. This may lower your taxable income now and in retirement. Withdrawals taken in retirement are taxed as regular income.

**How much can I put into a 457 plan?** Check out the current contribution limits.

**Can I combine retirement accounts?** Our Retirement Specialists will work with you to combine, or consolidate your eligible retirement accounts into your deferred comp account. This may make managing your retirement investments a little easier.

Qualified retirement plans, deferred compensation plans and individual retirement accounts are all different, including fees and when you can access funds. Assets rolled over from your account(s) may be subject to surrender charges, other fees and/or a 10% tax penalty if withdrawn before age 59½.

#### GET THE HELP YOU NEED

The sooner you enroll, the more you can possibly save. Take a look at the Enrollment Checklist at [www.nrsforu.com](http://www.nrsforu.com) to see what you'll need to have handy and enroll today!

### Deferred Compensation Plan Limits

#### IRS Contribution Limits

Understanding IRS contribution limits is important, especially when your goal is to contribute the maximum to your account. Even if you can't do the maximum, consider increasing your contribution a little each year to potentially move closer to your retirement goals.

#### 2013 Deferral Limits

Standard - \$17,500.00

Age 50+ Catch-up - -\$23,000.00

Special Catch-up\* - up to \$35,000.00

\*Participants who have not contributed the maximum limit under IRS law in previous years may contribute an amount less than or equal to the maximum limit (essentially, up to double the maximum) in the three years prior to the individual's normal retirement age.

You don't have to be an expert on deferred compensation to get the most out of your plan.

- Identify your retirement goals.
- Enroll in your employer's plan.
- Determine your contribution level.
- Determine your investor profile.
- Keep track of your plan over time.

#### Contact Les Thompson today!!!



Nationwide Retirement Solutions  
Representative: Les Thompson  
[thomps51@nationwide.com](mailto:thomps51@nationwide.com)  
Cell Phone: 804.399.0459

### Upcoming Seminars

Facilitated by Les Thompson

#### Annual Investment Check-Up

April 9, 2013 10:00 AM  
Prince George Library

A comprehensive workshop designed to provide prospective participants with the information they need to make a decision regarding Plan participation and also provide current participants with information regarding effective account management. All employees are encouraged to attend.

#### Approaching Retirement

April 9, 2013 2:00 PM  
Prince George Library

A workshop tailored for employees within a few years of retirement. Topics discussed include distribution options and requirements, investment strategies during the distribution phase and tax implications. If you are close to retirement and not currently participating, please come as it is never too late!

### From the Wellness Committee

The WOW committee invites all employees to join us and Bishop Knott for an after work Walk/Jog/Run party every Wednesday thru April 10th. This is for ALL fitness levels and we will be walking around the Courthouse Complex and Rolling Meadows subdivision.

This course is very flat and safe. There will be three groups: Runners, Joggers (Run/Walk), and Walkers. Participants of the Patriot YMCA Monument Avenue 10k Training Team will be there to answer any questions about the event, training, and for general motivation and inspiration.

Spring is just around the corner – so pack your gear and get Moving - Striding - and Shaking.

What: Walk, Jog (Run/Walk), and Run After Work!

Where: Scott Park Pavilion

When: 5:15pm

**EMPLOYEE EVENTS & OPPORTUNITIES****COUNTY EVENTS:**

**Employee Appreciation Picnic**  
**Scott Park Pavilion**  
**April 26, 2013**  
**11:30 am - 2:00 pm**

**TRAINING OPPORTUNITIES:**

**Nationwide Retirement Solutions Seminars**  
**Annual Investment Check-up**  
**Prince George Library**  
**April 9, 2013 10:00 a.m.**

**Approaching Retirement**  
**Prince George Library**  
**April 9, 2013 2:00 p.m.**

**Human Resources**

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**Amara Ahidara**

Please welcome Amara Ahidara. He was hired for the Network Administrator position for the Department of Information Technology. He is a passionate person when it comes to IT Security and Soccer. He is from the Ivory Coast located in West Africa between Liberia and Ghana. It is a French speaking country. He looks forward to assisting you with your IT needs.

Amara comes from the Private Sector (G4S Secure Solution) as an Information Systems Security Officer. In the Ivory Coast, he

worked as an Assistant Manager of IT at IVTEX Gonfreville. He has a Bachelor's of Science in Information Systems from VCU and a Bachelor's of Technology in Information Systems from the University of Piger Abidjan, Ivory Coast.

We are pleased to announce that effective March 1, 2013, Mr. Ahidara is the full-time Network Administrator for Information Technology.

## Principles of Dale Carnegie's Golden Book to Live By

**How to Win Friends and Influence People**

1. Don't criticize, condemn or complain.
2. Give honest, sincere appreciation.
3. Arouse in the other person an eager want.
4. Become genuinely interested in other people.
5. Smile.
6. Remember that a person's name is to that person the sweetest and most important sound in any language.
7. Be a good listener. Encourage others to talk about themselves.
8. Talk in terms of the other person's interests.
9. Make the other person feel important - and do it sincerely.

**Cultivate a Mental Attitude that will Bring You Peace and Happiness**

1. Fill your mind with thoughts of peace, courage, health and hope.
2. Never try to get even with your enemies.
3. Expect ingratitude.
4. Count your blessings - not your troubles.
5. Do not imitate others.
6. Try to profit from your losses.
7. Create happiness for others.

Dale Carnegie was born in 1888, educated at Warrensburg State Teachers College, and began teaching communications classes to adults at the YMCA. In 1912, the Dale Carnegie Course was born.

One of the assignments during this 12 week course is learning the following verse.

*I know people in the ranks who will rise in the ranks. Why? I'll tell you why: Simply because they use their abilities to get things done.*

When you use the principles of Dale Carnegie, not only are you helping others feel good about themselves, you gain more self-confidence. Thus, allowing you the personal and professional growth you desire.

"Attaining self-confidence was the step that broke the barrier to all other goals. We give ourselves confidence by being enthusiastic - showing it. Courage rests on self-confidence, as does the ability to profit from adversity."

- Dale Carnegie