

THE TELEGRAPH

VOLUME II NO. 4

DECEMBER 1988

A message from the County Executive

Take advantage of the County's health programs

Dear Employees,

As the weather turns colder, more and more people become conscious of their health. What better time, then to introduce Oakland County's latest weapon in the fight against cancer? I am proud to announce that Oakland County has acquired a Mobile Breast Cancer Screening Unit.

The new Screening Unit arrived in early November. This unit will travel throughout the County, screening women for cancer who are unable to get to one of our health offices. These low-cost screenings are available to all female County employees and residents.

This service is just one of the many which are available to County employees through Oakland County's Health Division.

Employees concerned about diabetes can benefit from our services. Adult diabetics and their family members can take advantage of classes which teach about dietary nutrition, medications and coping with everyday

problems.

Anonymous AIDS testing and counseling is offered through the Health Division. Information about the disease and preventive methods is available by calling 858-5220 (Pontiac) or 424-7155 (Southfield).

For employees trying to cope with substance abuse problems, there is an Employee Assistance Program. The program is completely confidential, and the initial visit and referral service is free to both employees and their family members. The program offers help to those with substance abuse problems, mental health concerns, family and financial worries, and many other problems. Call 858-5393 for more information.

The Oakland County Health Division also offers programs which are beneficial to our families. Programs for our children include: well baby clinics, a car seat loan program, nutrition services, dental clinics, hearing and vision testing and immunization clinics. Call 858-1346 or 424-7000 for further



Dan Murphy

information.

Oakland County EMS periodically offers free CPR classes to County employees. Call 858-5300 for times and dates.

Take advantage of these County resources to help keep your family and yourself healthy. For more information on when classes are being held or to find out more about other programs, contact the Health Division at 858-1280 or EMS at 858-5300.

Sincerely,
Dan Murphy

Do you know a Hero?

A new column will be making its debut in the next issue of *The Telegraph*, but we need your help! The new feature, "Unsung Heroes," will give us a chance to recognize County employees who excel not only here at work, but who unselfishly give of their time and energy to make their communities and our County great places to live.

It may be the person at the next desk, the secretary down the hall, or someone in another division.

No matter who that person is, though, he or she volunteers to help others. Maybe they coach a Little League team or lead a Brownie troop. Perhaps they volunteer in a hospital or nursing home. Or maybe they are always just willing to lend a helping hand.

Let us know about these "Unsung Heroes!" Ask their managers to write a few sentences detailing that person's activities. All nominations must be submitted by a manager and sent to: Department of Public Information, 202 Executive Office Bldg. If you know of an "Unsung Hero," please let us know!



Animal Art

During the next few weeks be sure to drop by the Executive Office Building and see a wonderful display of animal art. This picture by Birmingham artist Julie Dawson entitled, "We may be just cubs, but we mean business" is one of many drawings and paintings hanging in the building. (Photo by David Van de Grift)

Editor's Column

Dear Readers,

Child Care has been and continues to be a hot topic for discussion here in Oakland County.

In the last issue of *The Telegraph* we addressed the feasibility of an on-site child care facility for County employees. Now we would like to let you know about an organization that can assist you in your search for affordable quality child care.

The Oakland County Community Coordinated Child Care (4C) Council offers a referral service for parents. The 4C Council will provide parents with a listing of licensed child care homes and centers in the area. The Council also can link families to community services and resources. For more information, contact the Oakland County 4C Council at 858-5140.



Thank you for your continued interest in this topic and the newspaper. If you have questions or comments about any of the articles, please feel free to write to me. Your contributions are essential to this newspaper!

Enjoy the holidays!

Sincerely,
Suzan Singer

Don't miss the Employee Holiday Party

Come one, come all to the 1988 County Executive's Annual Employee Christmas Party! Join us December 9 from 11:30-4:30 at Roma's of Bloomfield for an afternoon of fun, food and dancing! A delicious buffet luncheon will be served and all your favorite songs will be played by a DJ. A cash bar will also be available. Advance tickets are \$10.00 and can be purchased through November 30. Tickets will also be available at the door for \$12.00. To purchase tickets or for more information, contact Jim Fitzpatrick at 858-0997 or Rick Hammerstein at 858-0388. Get your tickets early so you don't miss out on all the fun!

"The Works Win County Co-ed League and Playoff Championships"

For the fourth consecutive year "The Works" have won the Oakland County Employees Co-Ed Softball League and Playoff Championships. This season's record was 16-2, which concluded with a 24-5 Playoff victory over a very good Safety team.

The team was led during the regular season by Jim VerPloeg (.731) and Rory Tarp (.691).

During the (3) game Playoffs, Dave Ekelman (.800), and Judy Dove (.750) led the team in hitting.

"The Works" team is primarily comprised of players who work in the Public Works Building.

A special thanks to Oakland County Drain Commissioner, George W. Kuhn for his support throughout the past years.



"The Works" Team for 1988

(back row, left to right) — George W. Kuhn, Ann Rometty, Mike Hughson, Dave Ekelman, Dave Ross, Larry Brennen, Bill Klockow, Rory Tarp, Sherry Conrad (front row, left to right) — Cyndi Wedge, Judy Dove, Dick Johnston, Jerry Bannasch, Jim VerPloeg, Paul Dove

Red Cross Blood Drive

The next American Red Cross Blood Drive is scheduled for Thursday and Friday, December 8 and 9, 1988 in the Courthouse Lobby, Ground Floor,

10:00 a.m. through 4:00 p.m. Blood donor pledge cards will be available from attendance clerks. Give blood...a gift from the heart!

THE FIRE MARSHALL'S CORNER

by Larry Wesson

Well it's that time again, the old "let's hang out the holiday decorations" time. And it's time for some timely tips on safety. Remember live or natural Christmas trees are not permitted in county facilities.

The following guidelines are helpful to you if you have a live tree at home:

—Natural trees should not be set up earlier than 10 days prior to Christmas as the tree may dry out and present a serious fire hazard.

—Before natural trees are set up the trunk of the tree should be freshly cut 1-2 inches above the original cut and maintained in a container of clear water.

—Trees must be substantially supported so they cannot be tipped or knocked over.

—Tree stands for live trees should have a large reservoir for water and must be kept filled. There are commercially available products which may prolong the ability of the tree to absorb water.

—Choose electrically operated or

lighted tree stands that are labeled and listed by a nationally recognized laboratory.

—Electric lights used on any type of tree should bear the label of a nationally recognized testing laboratory and should be checked for defects before using.

—Any live tree showing signs of unusual dryness should be removed from the building immediately.

—Lighted candles, paper and other combustible decorations should not be used on live Christmas trees.

Metallic trees, such as aluminium alloy type, may be used in any area, providing no electric lights or wiring are placed on or in contact with any part of the tree. A remote flood light is suggested. Any plastic tree labeled "flame resistant" by a nationally recognized laboratory is acceptable.

Trees should be located in a remote area of the room and kept away from all paths of egress. Special care should be taken not to block the exits with any type of decorations.

What about gifts? Have you got everyone covered or are you like most of us and have a few hard to please people that you have not bought for yet? I have a suggestion for you, how about a smoke detector? The cost of five bucks and up puts this in reach of almost every budget.

This is a gift that keeps on giving 365 days a year and could give someone their life back. Think about it. Every home should have at least one and it should be ready for action.

O.K., maybe they already have all the smoke detectors they need. How about a small ABC fire extinguisher? These too are not priced out of reach. They can be purchased at most major department stores. Make sure that the unit is all steel construction and labeled by a nationally recognized laboratory. Home use should also be rated ABC 4A:10BC.

If you have further questions please contact your local fire department or the Fire Marshal's office. Have a safe and happy holiday.

Preparing children to visit a nursing home

How do you prepare children to visit a nursing home? It's important to consider both the emotional and physical impact of the visit.

What is old?

Begin by discussing what it means to grow old. Have the child complete these sentences with the first thought that comes to mind: "Growing old means..." "Old people always..." "A person is old when..."

Discuss how a person's body undergoes changes when they age and how that affects the way they interact with other people. As grandmother grows older, for example, she can't see or hear as well.

A person's first hearing loss is high-frequency. Since children's voices are high, they are especially difficult to hear.

Explain that it may be necessary to talk more slowly, taking turns so everyone is not talking at once. If you stand in front of Grandfather and face him, he will be able to see you when you talk to him and that will help him understand you, too. Perhaps he can hear better in his right ear than his left, so you should remind children to talk to

his good ear.

Sensations change

A person's sense of touch also changes as he or she grows older. Because hands retain sensitivity to touch longer, a grandparent may want you to kiss her hand rather than her cheek. She may want you to hold her hand or to stroke it.

A grandparent's reaction time may also become slower, and it takes longer to process information. If you ask Grandfather a question, he may not answer as quickly. He may have to sort out the question in his mind first.

What to talk about

Children may be concerned that they won't know what to talk about. Reassure them that their grandparent still wants to hear about friends, sports, dance class, or school. Bringing photographs of your child in ballet costumes or baseball uniforms can enrich conversations. Giving the grandparent these photographs or a picture the child has drawn not only gives the grandparent a tangible reminder, but helps the child realize he can bring his grandparent pleasure.

Different environment

Children not only should be reassured about what to say to their grandparent, but they should be prepared for the nursing home environment.

Talk about how it will look. Mention that there will be people in wheelchairs and using walkers. There will be nurses to help care for the residents. It may even smell different, like a hospital.

Reassure her that Grandmother still loves her, even if she calls her by a different name or doesn't seem to know her. Let your child know it is okay to cry if she feels upset.

If visiting grandparents causes your child excessive stress, allow him to back away from the situation until he can handle it at a more mature age. If the nursing home environment makes the child extremely uncomfortable, try visits outside that setting, such as in your home or in an adult day care situation.

As you talk with your child, it is important she sees that older people have merit in this world. If you carefully prepare yourself and your child, nursing home visits can be rewarding for everyone.

Employees make news

New Employees

The Maintenance Unit welcomes **Harold Palm**, who was hired as a General Maintenance Mechanic working at the Law Enforcement Complex.

Welcome to **Thomas Stidham**, who has joined the Maintenance Unit as a General Maintenance Mechanic. Thomas will be working at the Trustee Camp, Animal Control, Work Release and other County buildings.

David Atkins has been hired by the Maintenance Unit as a General Maintenance Mechanic. Welcome to David, who will be working in the Architectural Maintenance Unit.

The Custodial Unit welcomes **Steven Baldwin**, a General Helper who will be working at the Law Enforcement Complex.

Welcome to **Eric Mason**. Eric has joined the Custodial Unit and will be a General Helper at the Courthouse.

The Water & Sewage Operations Division welcomes **Thomas Lamphere**. Thomas will be working in Sewer Maintenance.

Edmond McConney has joined the Water & Sewage Operations' Division. He will be working in Sewer Maintenance. Welcome Edmond!

Welcome to **Karen Peruske**, who has joined the Water & Sewage Operations Division. Karen will be working in the Sewage Treatment Plant.

The Health Division welcomes four new Public Health Sanitarian Technicians to its Environmental Health Services - **Marsha Bright**, **Morris James**, **Calvin Manning**, and **Geraldine Rickert**.

The Register of Deeds Division welcomes **Lisa Schmidt** to its Grantor/Grantee Unit.

The Planning Department would like to welcome **Mike Koza**, who will be filling the management information systems internship in the office.

The Planning Department welcomes **Misti Friend**. Misti is a student co-op working at the mapping sales desk.

Welcome to the following new Circuit Court Employees...

Michael Barey, research attorney to Judge David F. Breck. **Patrick Barone**, clerk to Judge Richard D.

Khuhn. Denise Collins, clerk to Judge Gene Schnelz. **Donald Denoyer**, court reporter to Judge Jessica Cooper. **Angela Jordan**, Director of Pretrial Services. **Lori Lackey**, co-op in the Jury Office. **Brooks Lamb**, co-op in the Court Administrator's Office. **Elizabeth Rae**, research attorney to Judge James S. Thornburn. **Evangelina Resendez**, co-op in the Jury Office. **Wendy Roberts**, clerk to Judge Frederick C. Ziem. **Francine Snyder**, research law clerk to the Honorable Fred M. Mester.

Achievements and Promotions

Evelyn R. Clelland of the Health Division was named Michigan "Community Health Nurse of the Year 1988" by the Michigan Nurse's Association. She was honored for her work in the area of child neglect and abuse prevention.

Kurt Taylor of Maintenance has been promoted from General Maintenance Mechanic to Skilled Maintenance Mechanic II, as of July 30, 1988. Congratulations!

Ken Gaddis of Grounds was promoted from Groundskeeper II to Groundskeeper Specialist effective July 30, 1988. Good luck in the new position!

Martin Berney of Maintenance was promoted from Window Washer Crew Leader to Central Stock Attendant effective June 15, 1988. Congratulations!

Mark Rex of Printing received a Master of Arts in Linguistics with a specialization in Teaching English to Speakers of Other Languages from Oakland University on June 23, 1988.

Joan E. Young, Court Administrator, has been appointed to chair the State Bar of Michigan's Administration of State Trial Courts Committee. The committee is concerned with the administration, organization, and operation of trial courts throughout the state.

Employee of the Year

On August 17, 1988, the Circuit Court honored **Carolyn Chavez** as its 1988 Employee of the Year. Judge Robert C. Anderson, Chief Judge, presided over a reception at which Carolyn was recognized for her more

than 15 years of service to the Court including the last eleven years as Assignment Clerk. Judge Anderson noted that Carolyn "...has tirelessly served this Court for many years and deserves to be recognized."

Service Awards

At the August 17th reception, Judge Robert C. Anderson recognized several employees who received staff service awards from Oakland County. Awards were presented for 10, 15, and 20 years of service to the following Court employees: **Ruth Ann Hall (20)**, **Patricia Bridges (15)**, **Carolyn Chavez (15)**, **Sheila Cole (15)**, **Lynn Erickson (15)**, the Honorable **Richard D. Kuhn (15)**, **Dorothy Kurlovich (15)**, **Janet Lindsey (15)**, **Porferia Mellado (15)**, **Joan Boyle (10)**, **Jo Ellen Cody (10)**, **Patrick Cronin (10)**, **April Hutchings (10)**, **Ann Marentette (10)**, **William A. Posey (10)**, **Lorraine Shaver (10)**, and **Nancy Van Camp (10)**.

Yvette Thrush and **Robert Lloyd** of Auditing have been awarded their 10 year plaques.

Just Married

Congratulations to **Charles Smith** and **Cheryl Culpepper**, who were married on September 24, 1988.

Wedding bells rang October 15 for **Steve VandenBossche** (Parks and Recreation) and his fiancée, **Sandy**. Congratulations!

Judy Roberts of Cooperative Extension Service was married to **Michael Freed** of Sewer, Water & Solid Waste Division on July 30, 1988. Best wishes!

Congratulations to **Peggy Brooks**, clerk to Judge Mester, who married **Patrick Higdon** on July 30, 1988.

Kimberly Ann Hull, clerk to Judge James Thornburn, married **Rodney Jenison** September 24, 1988. Best wishes!

Wedding bells rang for **Elizabeth Rae**, research attorney to Judge James Thornburn, and **Robert O'Donnell** on August 6, 1988. Congratulations!

Cathy Wolfe, research attorney to Judge Gene Schnelz, was married to **Joe Bennett** on September 3, 1988. Congratulations!

Calendar of Events

December 10

"Christmas Traditions" nature program at Independence Oaks Nature Center, 10 a.m.-2:30 p.m. Celebrate the holiday by learning the roots of Christmas traditions: candle-making, candy-making, and many others. Pre-registration required. Call 625-6473.

December 20 - January 10

Oakland County Parks photo exhibit at West Bloofield Township Library on Walnut Lake Road in West Bloomfield.

January 3

"Ski Waxing and Cross-country Tips" nature mini-class at Independence Oaks Nature Center, 7-8:30 p.m. This adult program will inform skiers about waxing, ski preparations and proper dress. Cost: \$1/person. Pre-registration is required; call 625-6473.

January 7

Special Olympics Cross-country Ski Clinic at Glen Oaks Golf Course. Coaches training in the morning, athlete training in the afternoon. Call 858-0906.

January 7

"Family Affair Ski Tour" at Independence Oaks County Park. Noon-4 p.m. Non-competitive event for entire family. Open skiing, ski lessons, lectures and demonstrations. Call 858-0916.

January 10-31

Oakland County Park and Recreation Commission photo exhibit at Lathrup Village Community Center on Southfield Road.

January 10

Senior Ski Clinic at Glen Oaks Golf Course. Cross-country ski lessons for senior citizens including movie, lecture/presentation on equipment, technique and dress, and ski lesson/tour on skis. Two sessions: 10 a.m.-noon and 1-3 p.m. Call 858-0906 for information.

January 12

"Family and Friends Ski Night" at Addison Oaks County Park, 6-10 p.m. First in a series of six Thursday night events. Lighted, 1.5 mile cross-country ski trail, free ski lessons, equipment rental, ice skating, sleigh rides, food and beverage, bonfire and marshmallow roast, prizes. Continuous music and giveaways by Power 96-FM (WHYT) Radio. Cost: \$3/person. Call 858-0906 or 693-2432 for information.

January 14

"Snowshoe Basics" nature program at Independence Oaks Nature Center, 1-2:30 p.m. Participants young and old can strap on snowshoes and experience this Native American means of winter transportation. Snowshoes provided. Pre-registration is required. Call 625-6473.

January 14 & 21

February 4

Cross-Country Skiing for the Visually Impaired at Glen Oaks Golf Course in Farmington Hills, 11 a.m.-1 p.m. Cross-country ski instructions for blind and visually impaired skiers. Guide training is Jan. 14, 9-11 a.m. Call 858-0906 for information.

January 14, 21 & 28

"Observer & Eccentric Ski School" — cross-country ski clinic, Addison Oaks at 10 a.m., noon and 6:30 p.m. (693-2432) and Independence Oaks, at 8:30 and 10:30 a.m. (625-0877). \$12 for lesson with ski rental; \$6 for lesson only. Pre-register by Jan. 7.

January 15

"Winter Family Fun Day" sponsored by Oakland Parks Foundation at Glen Oaks Golf Course. Fun for entire family. Dog sled races, ski lessons, snow games, snowshoeing, horse-drawn sleigh rides and hay rides. Call 335-2771 for information.

January 19

"Family and Friends Ski Night" at Addison Oaks County Park, 6-10 p.m. Second in a series of six Thursday night events. (See Jan. 12 for activities provided.)

January 19

Senior Ski Clinic at White Lake Oaks Golf Course. Movie, lecture/presentation on equipment, technique and dress, and ski lesson/tour on skis. Two sessions: 10 a.m.-noon and 1-3 p.m. Call 858-0906 for information.

January 20

"Full Moon Ski" nature program at Independence Oaks Nature Center, 7-9 p.m. Novice level skiers can join a guided ski tour by the light of a near full moon and gaze at winter constellations. Bring own equipment. Pre-registration is required. Call 625-6473.

January 20

"Let's Go Skiing America" program at Addison Oaks & Independence Oaks County Parks. Free beginner ski

lessons during these hours only: 1-4 p.m. at Independence Oaks and 7-10 p.m. at Addison Oaks. First-time beginner skiers will also receive a 50% reduction in ski rental fees at both parks on this day, at specified times. If park contact station is in operation, vehicle entry fees of \$3 for Oakland County residents (\$4 non-residents) will be charged.

January 21

"Observer & Eccentric Ski School" Cross-country ski clinics at Addison Oaks and Independence Oaks County Parks, weather permitting. Pre-register by Jan. 14, see Jan. 14 for details.

January 21

Cross-Country Skiing for the Visually Impaired at Glen Oaks Golf Course in Farmington Hills, 11 a.m. - 1 p.m. Cross-country ski instructions for blind and visually impaired skiers. Call 858-0906 for information.

January 25

Senior Ski Clinic at Independence Oaks County Park. Movie, lecture/presentation on equipment, technique and dress, and ski lesson/tour on skis. Two sessions: 10 a.m.-noon and 1-3 p.m. Call 858-0906 for information.

January 26

"Family and Friends Ski Night" at Addison Oaks County Park, 6-10 p.m. Third in a series of six Thursday night events. (See Jan. 12 for details.)

January 28

"Ice Time Investigations" nature program at Independence Oaks Nature Center, 10-11:30 a.m. Beat the cabin-fever blues by joining a naturalist for a morning hike. Discover nature's secrets in the snowy landscape. Pre-registration is required. Call 625-6473.

January 28

Special Olympics Winter Games at Independence Oaks County Park. For mentally retarded children and adults, 8 yrs. and older. Nordic skiing, snowshoeing and special event competitions. 200 Oakland County athletes expected. Call Nancy Joseph, 674-4924, for information.

January 28

"Observer & Eccentric Ski School" — Cross-country ski clinic at Addison Oaks and Independence Oaks County Parks, weather permitting. Pre-register by Jan. 21; see Jan. 14 for details.

Calendar of Events

January 29

"ULLR-Fest" ski event at Addison Oaks County Park. Start time: 1 p.m. Includes competitive cross-country events: relay for youth, high school & adults, family ski tour, Mountain Bike Ice Race demonstration and more. Call 858-4945 for details.

January 31 - February 21

Oakland County Parks and Recreation Commission photo exhibit at Oakland County Community College/Auburn Hills Campus in Pontiac.

January 31 - February 7

"Crystals & Castles" nature mini-class at Independence Oaks Nature Center, 4-5:30 p.m. Children 6-8 years old can explore snowflakes, ice crystals and the construction of ice castles. Cost: \$4/child per session. Pre-registration is required. Call 625-6473.

February 2

"Family and Friends Ski Night" 6-10 p.m. at Addison Oaks County Park. Fourth in series of six Thursday night events. (See Jan. 12 for activities provided.)

February 3

"Ground Hog's Day Ski Tour" at Independence Oaks Nature Center, 7-9 p.m. Learn the history and legends of the Ground Hog and join a mid-winter ski tour. Bring own equipment. Pre-registration is required. Call 625-6473.

February 4

Cross-Country Skiing for the Visually Impaired at Glen Oaks Golf Course in Farmington Hills, 11 a.m.-1 p.m. Cross-country ski instructions for blind and visually impaired skiers. Call 858-0906 for information.

February 4, 11 & 18

"Observer & Eccentric Ski School" — Cross-country ski clinic for all ages at Addison Oaks and Independence Oaks County Parks, weather permitting. Pre-register by Jan. 28; see Jan. 14 for details.

February 9

"Family and Friends Ski Night" 6-10 p.m. at Addison Oaks County Park. Fifth in series of six Thursday night events. (See Jan. 12 for activities provided.)

February 11

"Observer & Eccentric Ski School" — Cross-country ski clinic for all ages at Addison Oaks and Independence Oaks Parks, weather permitting. Pre-register by Feb. 4; see Jan. 14 for details.

February 12

Patron Brunch sponsored by Oakland Parks Foundation to thank its supporters. Glen Oaks Golf Course, noon. Call 335-2771 for further details.

February 16

"Family and Friends Ski Night" 6-10 p.m. at Addison Oaks County Park. Last in series of six Thursday night events. (See Jan. 12 for activities provided.)

February 18

"Courtin' Time" nature program at Independence Oaks Nature Center, 7-9 p.m. Enjoy a hike, listen for owls calling, and learn about animal courtships while sampling a Valentine treat. Pre-registration is required. Call 625-6473.

February 18

"Observer & Eccentric Ski School" — Cross-country ski clinic for all ages at Addison Oaks and Independence Oaks County Parks, weather permitting. Pre-register by Feb. 11; see Jan. 14 for details.

February 21 - March 14

Oakland County Parks and Recreation Commission photo exhibit at Clawson Public Library on Main Street in Clawson.

February 25

"Woodworking for Wildlife" nature mini-class at Independence Oaks Nature Center, 10 a.m. - 12:30 p.m. Adults can learn the basics of building nesting structures for wildlife with pre-cut kits. Cost: \$10/person. Pre-registration required. Call 625-6473.

March 1

"Tuning Your Tot Into Winter" nature program at Independence Oaks Nature Center, 10-11:45 a.m. Children 3-6 years old with an adult can discover stories, songs, a nature hike and craft. Cost: \$2/tot. Pre-registration is required. Call 625-6473.

March 3

Stephen Sondheim's Company and afterglow at Birmingham Theatre, 8 p.m. Benefit sponsored by Oakland Parks Foundation. Call 335-2771 for tickets and information.

March 4

"Maple Magic" nature program at Independence Oaks Nature Center, 1-2:30 p.m. Learn the process of old-time maple syrup production and taste some maple products. Cost: \$1/person. Pre-registration required. Call 625-6473.

March 14 - April 4

Oakland County Parks and Recreation Commission photo exhibit at Royal Oak YMCA on Eleven Mile Road in Royal Oak.

March 18

"Gems of Blue" nature program at Independence Oaks Nature Center, 1-2:30 p.m. The story of the Eastern Bluebird will unfold as you learn of the efforts to "bring them back" to Independence Oaks. Find out how you can help right in your own back yard. Pre-registration is required. Call 625-6473.

May 14

FAL Flatfooters 10k Run at Independence Oaks County Park, 9 a.m.-noon. Police Championship and Public 10k Run and one-mile Fun Run. For further information, call Patty Fortin at 673-1827.

Annual Care Basket Campaign Announced

Get into the spirit of giving! County employees can lend a hand to the less fortunate residents of Oakland County by providing items for care baskets that will be distributed by H.A.V.E.N. and Lighthouse, two United Way agencies. The Care Basket campaign runs from November 21 to December 21 this year. If you are interested in donating items such as small sized toiletry supplies, disposable diapers, towels and washcloths, mittens, hats, gloves, or canned foods, contact one of the Care Basket coordinators. The coordinators are: Executive Office Building—Dave Van de Grift (858-0538); Court House—Earl Koonce (858-0256); Public Works Building—Sally Ann Morris (858-0169); Friend of the Court—Sue Baxter (858-5387); and Computer Services—Helen Cook (858-0811). Baskets will be delivered December 22 or 23.

Oakland Retirees report good year by *Ralph Florio*

The Oakland County Retirees; Association has enjoyed a successful year in that it was able to benefit a majority of the Oakland County Retirees. A review of the programs and activities which have assured the Association a rewarding year would include:

Pension Increase—

1½ Cost of Living; 3% adjustment in retirement benefit.

Programs/Activities —

A total of five luncheon, informational and entertainment programs were held with attendance averaging from 75 to 100 per program.

March 19, Spring Fling

May 18, Annual Business Meeting

July 27, Annual Picnic

October 26, General Membership Meeting

December 17, Old Fashion Christmas Social

Membership —

Among the 913 retirees on record as of 1/1/88 592 retirees are now members of ORCA.

Office —

Space in the former Parks & Recreation Administration Bldg. has been made available to the Association for administrative purposes.

The Association is very grateful for all the assistance that it has received from the County, Credit Union and other agencies, in an effort to respond to the interests and concerns of Oakland County Retirees.

On behalf of the Association's Executive Board and its membership, we wish everyone, during the Christmas Season and Festival of Lights, "be bearers of joy, good will and glad tidings, to their friends, relatives and associates."

Spellcheckers Can Err "Two"

Don't become overconfident just because a manuscript checks out on your word processor's spellchecker. The software can and does overlook some potentially embarrassing mistakes.

Be sure to proofread the manuscript after the spellchecker has corrected the errors. Here are some of the mistakes the software might overlook:

•**Typos.** Typographical errors will register as misspellings only if the incorrect word is not a word in the computer's dictionary. If you type "in" instead of "on," the computer will not find the error.

•**Homonyms.** The computer cannot tell the difference between words with

the same sound and different meanings, such as too, to and two. Make sure you use the correct word.

•**Hyphenated words.** Depending on the software, hyphenated words may automatically appear as incorrect. Unless you are certain, check these words to make sure the hyphen belongs.

•**Numerals.** Make sure you haven't incorrectly typed an address or phone number.

A final check: Take a last look at the words that were corrected in the spellcheck, just to be certain you entered the new spelling correctly. Then ask a colleague to check one more time.

If you want to reduce stress

To reduce stress, try some of these suggestions:

• **Learn to ignore** what you can't control; learn to control what you can.

• **Talk about** your problems with a good listener or write them down on a piece of paper. Don't keep them inside.

• **Ask yourself** questions before committing to a stressful situation.

Example: Is fighting a \$10 parking ticket worth the elevated blood pressure and time?

• **Take a lunch break** no matter how busy you are. Get away from your desk area in body and mind—if only for 15 or 20 minutes.

• **Avoid the company** of negative people.

How to produce better memos

When writing a memo, which should you place first—your main point or your reasons why?

In most cases, place the main point first. *Why:* You avoid confusing a reader who doesn't understand the point you're trying to make—until he or she reads the ending.

But place your rationale first when:

• **You feel** your reader will disagree with you.

• **Your reader** lacks understanding of the issue and you need to offer an explanation first.

• **Don't clutter** a memo with historical background—unless it's relevant. Be especially careful when presenting a chronological argument.

• **If action** is required, don't beat

around the bush. Make sure your reader knows exactly what you want done. Avoid weak expressions, such as "I have requested..."

• **Make your memo** visually appealing and your ideas easy to follow. *Example:* If offering a four-step procedure, don't cram all four steps into a single paragraph. Instead, number the steps and indent each one.

Nervous Nellie vs. the Computer

Years ago, Nellie began her office career on a manual typewriter. She learned to type using an even touch to achieve clean documents. In a short time, she was able to increase her typing speed to 70 words per minute. She was an excellent secretary and was very proud of her accomplishments.

Eventually, her company was modernized by the introduction of electric typewriters. Nellie learned the advantages of increased speed and more professional-looking documents. But now she's more than a little nervous about her current situation.

Nellie's company has joined the electronic age and installed computers and other automated equipment. As a result, the way Nellie has always performed her job is being redefined. And she doesn't know how to cope.

At first she resisted the changes in her office. She took a little training, but resorted to her former methods—hoping no one would notice. But her boss *did* notice and insisted that she use the new equipment.

When learning how to do word processing, Nellie just looked at the blank computer screen. "How will I ever learn all this? I know that I am going to do something terribly wrong," she thought. The more instruction that was passed to her, the more anxious she became. Her fear of depressing the incorrect keys increased, too.

Often she would sigh, "How did I ever get into this mess? Maybe I should just give up and retire than face all this restraining."

Wisely, Nellie gave it another try and is now learning how to operate the word processor. She found that the operating manual was a little complex, but it provided step-by-step instructions that made sense. All Nellie needed was a little time to conquer her fear of the keyboard.

Now, she makes a point to teach herself one new function each time she sits at the computer. She knows that gradual exposure is the key to learning how to use the computer—anyone who tries to cram all the instructions in his or her head is bound to be defeated.

Nellie is amazed that it's not easy to "crash" the system simply by depressing the wrong key. Instead, the computer questions her incorrect commands before executing them. "A machine that talks to me," Nellie says, "Imagine, this computer even corrects my spelling and typing mistakes." Now, she doesn't know how she ever got along without the processor.

Surprisingly, many elder office workers still fear the new office technology. Like nervous Nellie, many have considered retiring instead of adapting to change. If you're one of these people, you're smart to reconsider. Don't panic! Just take your instruction slowly and methodically. It takes a little time and patience to master a word processor—but it will *save* you lots of time, too. Adapting to the new technology is not as hard as it seems at first.

By taking each step at a time, you can become as proficient as the word processing whiz in your department—or even better.

Provided by Dartnell

Handy Gadget

Though it's not guaranteed, Plus USA Corporation has invented an office product which might go a long way in cleaning up cluttered desks across the nation.

Called the Factory Plus Tool, it's a variation on the Swiss army knife. It comes complete with scissors, hole punch, staple remover, magnifying glass, a tiny storage compartment—everything a busy worker needs.

Detailed in the June 1988 issue of *Savvy* magazine, this gadget seems to be well-made, too. Encased in a chrome-and-plastic body, the Factory Plus Tool has a hidden track for its scissors, a pivoting device for its stapler, and a button for the emergence of the tape. It can be stored on the desktop or attached by a D-shaped ring to a key chain or belt loop.

Selling for \$29.50, the Factory Plus Tool is a must for the coworker who has everything—including a messy desk.

How's Your Fax Form

Take a look at the form you're using when you send a facsimile message. Here are some suggestions for improvement.

- Don't waste a full page of space with information that doesn't help the sender or receiver.
- *Print* your organization's name, address, telephone and fax number at the top of the transmittal form. Don't write this information each time. It wastes valuable time.
- Provide space for the name of the sender and receiver, along with the date and the number of the pages transmitted.
- Provide space for a short note from the sender. The sender can explain what's enclosed and avoid writing another sheet of copy.

Some Tips on Time

Efficient, profitable businesses rely on effective time management, says management consultant Andrew Sherwood in *Sales & Marketing Executive Report*. He says that people who believe that they are too busy often have more free time than they realize. This time is often wasted on tasks that could either be eliminated or delegated to others.

Sherwood tells managers to weed out these unproductive tasks and instead concentrate on important, high-payoff activities. He offers the following advice for assessing the value of a particular activity:

- Determine why a specific task should be done.
- Ask if this activity will help achieve a desired goal. If so, is it worth the time and energy involved?
- Ask what would happen if the activity were suddenly stopped. If it proves to be less important than originally thought, perhaps you could reduce the amount of time that is spent on it.
- Determine the amount of time it takes to perform specific tasks. Make sure to allot enough time for the completion of these tasks.
- Sherwood further advises that once a low pay-off activity has been eliminated, another such activity may take its place. Beware of this.

More Employees make news



Ed O'Rourke

Retirements

Beulah Fournier, has retired after 15 years with the Custodial Unit. She retired on August 12, 1988. We hope she is enjoying her well deserved retirement.

Edward P. O'Rourke, Environmental Health Services Administrator and 35 year County employee, is retiring in January. We wish him much luck and happiness in future endeavors. There will be a retirement dinner for Ed on January 2, 1989. Contact Ron Grimes at 858-1319 or Jerry Wright at 424-7099 for more information.

Vern Gaines, a Groundskeeper Specialist in the Grounds Division, retired this July 28 after 21 years of service to the County. We will miss him.

Marie T. Bruce retired from the County on August 17, 1988 after nearly 24 years of service. Marie began her career with the County in January 1965 at Friend of the Court. She was judicial secretary for Circuit Court Judges Clark J. Adams (1967-1972) and Robert B. Webster (1972-1983) before coming to work at the Community Development Division. Marie is retiring to the Mount Pleasant area, where she is planning to "fish, garden and travel". Marie's co-workers in the Community Development division wish her the best always.

Katie Csele, Custodial Supervisor in the Executive Office Building, will retire January 20, 1989, after 27 years with the County. Katie plans to travel across the U.S. by rail after her retirement. We wish her safe and happy travels!!

Transfers

Bruce Karman transferred to Auditing from Equalization on June 13, 1988.

Goodbyes

Mark Rex of Printing left on September 24 for Jakarta, Indonesia to work as an English teacher and radio announcer for the American Language Training School there.

Pete Genovese from Oakland University has completed his student management information systems internship in the Planning Division under the direction of Janet Cousins. Pete and Margaret Coulson are planning to be married August 18, 1989.

Notables

Congratulations are in order for **Carol E. Lee** (fka Carol Jones) on her new divorce which became effective on October 3rd. Carol works in the Legal Records Unit of the Register of Deeds Division.

We would like to offer condolences to the family, friends and co-workers of **Kathryn J. Wright. Ms. Wright**, a County employee for more than 14 years, passed away on October 10, 1988. She will be missed by all.



Katie Csele

Births

Brenda Larkin of administration and **Bob Larkin** of Maintenance are pleased to announce the birth of their daughter **Kimberly Anne**. She was born July 24 and weighed in at 7 lbs. 13 ozs. and 21 inches.

Jane Mullkoff, Secretary to the Auditing Division, and her husband **Bruce** are the proud parents of a baby boy. **Michael Allen** arrived on June 1 and weighed in at 7 lbs. 1½ oz.

Robert Ford (Delinquent Personal Property) and his wife **Gail** are the proud parents of a daughter, **Evan Shere'**. Evan was born September 13, and weighed 5 lbs. 10 oz.

Jamie Hess (Delinquent Personal Property) and his wife **Penny** are proud to announce the birth of **Samantha Brittany** on September 17. She weighed 6 lbs. 14 oz. at birth.

Kevin Breck, clerk to Judge Schnelz, and his wife **Anne** proudly announce the birth of **Kelsey Anne** on June 22. Kelsey weighed 8 lbs. 12 oz.

Sheila Cole, court reporter to Judge John O'Brien, proudly announces the birth of her second grandchild. **Katie Steinhoff** was born August 4 to Sheila's son, Dennis Steinhoff, and his wife Marjorie. Katie weighed 7 lbs.

Henry Szlenkier, Probation Officer for 52nd District Court Probation, and his wife **Anne** are pleased to announce the birth of their daughter, **Gabrielle Anna**, on August 25. Baby Gabrielle weighed 8 lbs. 3 oz.

Laverne Smith is the proud mother of **Charlton LeRoy Cavette**, who arrived on August 31. Charlton weighed in at 8 lbs. 8 oz.

Dale Ann Polley and her husband, **Glen**, are proud to announce the arrival of **Mark Andrew** on July 28. Baby Mark weighed 8 lbs. 0 oz. Proud grandfather is **Ron Polley**, Manager Auditing.

Helen Hanger, Planning and husband **Gary** announce the birth of their first child, **Matthew William**. Matthew was born on June 25 and weighed 8 lbs. 2 oz.

County Clerk **Lynn Allen** has two new grandchildren. **Chelsea Lynn Sturza** was born July 1, and her cousin **David Allen Stone**, arrived on August 31.

Let's keep tabs on our friends



Evelyn Clelland & Marcy Raska

Pair win state's top nursing awards

Evelyn Clelland and Marcy J. Raska from the Oakland County Health Division were among a number of nursing professionals who won top honors in Lansing from the Michigan Nurses Association.

Ms. Clelland and Ms. Raska captured two of the only three awards given in the Community Health Nursing Division. Clelland was named Michigan "Community Health Nurse of the Year 1988" while Raska was named "New Nurse of the Year 1988" in the community health field.

"A lot of kids are abused

emotionally and physically," Clelland said. "People need to know that child abuse is present, even though Oakland County is an affluent county."

Clelland served as a panelist on child abuse at the Michigan Department of Public Health's 61st Annual Convention.

Raska has been a collaborator with the Ferndale School District's Teen Parent Program. The program helps the antepartum teen to stay in school and complete her high school education and even helps her with infant care.

More Births

Phyllis Herrick of the Clerk's Division Legal Records Unit became a grandmother on August 17. Allison Mae Golden weighed 6 lbs. 8 oz.

Marilyn Kohnert of the Register of Deeds Division Real Estate Unit and Bob Kohnert of the Veterans' Service Division are proud grandparents of Joshua Tyler. Joshua was born September 20, weighing in at 9 lbs. 3 oz.

Annette Hubbell, Equalization, and her husband Mike are proud parents of Stephen Robert, born on October 9. Stephen weighed 7 lbs. 13 oz. at birth.

Stencil Inducted in N.M.U. Sports Hall of Fame

Daniel J. Stencil, Chief of Park Operations for Oakland County Parks and Recreation, was inducted into Northern Michigan University's Sports Hall of Fame on October 1st.

Stencil played center on the Wildcats' 1975 football team, which captured the NCAA Division II National Championship. He was named "First Team Kodak All-American" for academic and athletic excellence as well as "Outstanding Offensive Lineman" in 1974 & 75.

After starting work at Oakland County Parks and Recreation in 1977 as an assistant park supervisor at Independence Oaks County Park, Stencil steadily gained experience supervising facilities, programs, and events. In 1987, he was named chief of parks operations.

Employee Golf League News

The Oakland County Employee's Golf League completed another successful season with the annual tournament at Highland Greens.

This year's League "Team Champs" were Larry Gee and Joe DeRousha from Parks and Recreation. The League "Individual Champ" was Dick Kallis, also from Parks and Recreation.

The League would like to thank all the employees at Springfield Oaks who made this another fine year, especially the Grounds Maintenance crews who kept the course in excellent shape throughout the long hot summer.

Points of Interest

A group of ladies that reside at the Oakland County Medical Care Facility had a special outing. This treat was made possible with the help of Lew's Medi-Cab transportation.

On behalf of the ladies and staff who had the opportunity to attend this outing, a huge thanks goes out to Mr. Gary Ingasiak, the owner of the Dairy Queen on Baldwin Road just north of Walton Blvd., for covering the cost of everyone's meal. How great it is to

Stencil, a resident of Union Lake, also holds memberships in the National Recreation and Park Association, Michigan Recreation and Park Association, the National Ski Patrol, and the Lake Orion Chamber of Commerce.

Planning Wins Achievement Award

The Oakland County Planning Division was the sole recipient of the 1988 Michigan Chapter of the American Planning Association's Planning Achievement Award.

The award was given in recognition of the Natural Resource Inventory Boards Program. The Boards graphically show a community's natural resources in color on clear acetate overlays. Resources that are mapped include wetlands, flood plains, sloped areas, woodlands, etc.

Division Manager Philip Dondero and Environmental Planner Mark Brownlie accepted the award.

know we have people who care and thanks to the helpful staff at the Dairy Queen who made us all feel welcome.

Sharon Hinkins, Program Coordinator for Medicaid Screening in the Health Division, was recently deployed for two weeks to Honduras. Sharon is Captain Hinkins in the Air National Guard and volunteered for the deployment. Sharon's nursing skills and experience in public health were definite assets in Honduras! The training was conducted to enhance individual skills and to increase the Air National Guard unit's medical readiness. Good work Captain Hinkins!

On Sept. 16, Philip Predmore, Toxicologist, attended a Hewlett-Packard seminar.

Dr. Linda Biedrzycki lectured at the Oakland Police Academy.

Winter's Here Enjoy It!

The **Farmer's Almanac** predicts lots of snow for our area this winter. Since it will be around for a while and we can't ignore it, why not ENJOY it?

"If you can walk, you can cross-country ski." That's what Dan Stencil, chief of park operations, says. And he should know! As a member of the volunteer Nordic Ski Patrol for 10 years, Dan has instructed little tykes as well as senior citizens in the sport.

Your Oakland County Parks offer some of the best cross-country skiing in southeast Michigan. You can also go ice skating or ice fishing, take a class or nature program, or practice your golf swing (indoors) during the winter months.

Check the Calendar of Events for more specific information on winter events at the parks. Special events include: "**Family Ski Tour**" at Independence Oaks, Jan. 7; "**Winter Family Fun Day**" at Glen Oaks Golf Course, Jan. 15; "**Family & Friends Ski Nights**" — a series of six Thursday evening events co-sponsored with Power 96-FM (WHYT) Radio at Addison Oaks, Jan. 12-Feb. 16. In addition to these events, there are **Cross-country ski clinics** for all ages, including visually impaired and handicapped individuals, and senior citizens.

Cross-country skiing is cited by leading physiologists as being the best exercise for developing cardiovascular fitness because it involves total body motion without jarring. (Start thinking now about those New Year's fitness resolutions!) "Cross-country skiing is fun and a great way to enjoy the peacefulness of nature in winter," Dan claims.

Don't hibernate this winter. Take advantage of the many activities offered at the Oakland County Parks...and stay healthy to boot! For event information, call 858-0906.

Employees' Forum

"Got any ideas on handling rush projects? Usually when I am swamped the most, along comes one of these 'drop everying' assignments. I find it most nerve wracking. At times I feel I'm not being very effective in my job. Have you any tips on preparing for these surprises?"

—D.R.S.
Vincennes, IN

Rush projects can be a pain in the neck—especially if they catch you completely off guard. But once they are completed, they can be a source of great pride too. Just think of the fine work the paramedics do, and you could honestly say that the bulk of their assignments are "rush" jobs. However, they're geared up for that—maybe you're not. So how do you get control of rush situations? The following quiz should provide some answers.

	YES	NO
1. When handling a rush project, can you give it your undivided attention?	_____	_____
2. Do you have an established procedure that's used when unexpected work hits?	_____	_____
3. If there is no procedure yet, could you develop some formal routine?	_____	_____
4. When planning your day, do you allow for the unexpected with contingency plans?	_____	_____
5. Once you're assigned a rush job, do you inform others down the line so they can adapt?	_____	_____
6. Do you ask for help from others when you are swamped with work?	_____	_____
7. Do you analyze your past rush jobs to determine what you did right and where you went wrong?	_____	_____
8. Do you study the causes of these emergencies, so they might be eliminated? Do you then make adjustments in your routine?	_____	_____
9. Do you keep your workspace organized, clean, and uncluttered?	_____	_____
10. Do you keep calm when an unexpected rush job crosses your desk? Do you keep the boss current on your work?	_____	_____

Total No. YES answers _____

How did you do on the quiz? Add the total number of YES answers. A score of eight or more indicates that you are handling rush projects as well as you can. Any score below seven indicates that you should organize yourself to maximize your efficiency so rush jobs don't throw you off balance.

Take a good look at body language

Every now and then, it's good to take a refresher course in body language. If you're putting your point across and you observe the following behaviors, that person might not be very receptive to your communication:

- blank expression or furrowed brow—giving no indication of reactions to your statements.

- arms crossed—indicating a "closed" position.
- no head nods.
- little eye contact—looks down at desk or adopts a wandering gaze around the room.
- restlessness—swiveling in chair continuously or fidgeting with papers, pencils, or pens.

As soon as those signs appear, do something about them. Increase the other person's involvement in the discussion. Increase your number of questions. Capitalize on open-ended queries that compel the other person to respond and pay attention. Remember to follow each question with eye contact and active listening.

Plans unveiled for new computer center

by Cathy Ehr

Plans for a new County Computer Center were unveiled in early October.

The new Computer Center, designed to replace the renovated school administration building that currently houses Computer Services, is a sleek two-story glass and brick structure. John Mahoney, Manager of Computer Services, and Altan Hansen, Project Engineer, worked closely with the architects, Minoru Yamasaki Assoc., to develop these plans.

"We wanted to create a suitable, comfortable environment for both the employees and the computers to work in," said Mahoney, "We are extremely pleased with the results."



John Mahoney, manager of Computer Operations discusses the features of the new Computer Center with Don Malinowski, manager of Facilities Engineering. Construction is scheduled to begin in spring with a projected completion in late 1990.

The new building will eliminate security and temperature control problems that have caused the County much grief in the past. Multi-level security features will include video surveillance, the presence of receptionists and security guards in key areas and separate programming and operations areas.

The building also will have a "public" wing, which will house a lecture hall and computer training area. This area of the

building will be used to provide training on both new and revised computer programs used by District Courts, area Police and Sheriff's Departments, and other Criminal Justice agencies.

The new facilities will allow for smaller classes and more hands-on training for these agencies. The lecture hall also will be available on a limited basis to other County divisions.

Learn facts about epilepsy, forget myths

Epilepsy is not a disease, it is a symptom of a brain disorder. Many cases of epilepsy go undetected because its seizures vary. They could consist of nothing more than a brief stare or blinking of the eyes, or, in extreme cases, the entire body could move, known as convulsions.

The Epilepsy Center of Michigan, a United Way agency, is the state's only non-profit organization that focuses primarily on epilepsy and individuals/families coping with the condition. ECM houses adult and pediatric seizure clinics, which include psychiatric, psychological and social work services; a clinical chemistry laboratory where various tests are performed; and a

consultation/evaluation program where the developmentally disabled can receive epilepsy evaluations and treatment.

Fees for outpatient clinical services are determined by the service rendered and the patient's/families ability to pay. ECM also accepts payment from health insurance companies, health maintenance organizations, Crippled Children's Service and Medicaid and Medicare.

At ECM, world renowned researchers are currently studying epilepsy and new medications, drug interactions, side effects and developmental disabilities. The center also has a statewide network of Community Resource Persons (CRP) who are available to answer questions, and provide information and referral services for medical, social, vocational and other problems related to epilepsy. The Oakland County CRP is Carl V. Johnson, ACSW. He can be reached at 857-7570.

What should a first aider do if someone with epilepsy is experiencing a seizure? Most importantly, never place a hard object between the teeth of someone having convulsions. After the jerking phrase, the first aider should turn the person's head to the side to keep the airway clear, according to ECM publications given to Clarkston teachers.

For more information about epilepsy, contact your United Way at Work representative, or to receive free copies of "First Aid for Epileptic Seizures," "Epilepsy: Recognition and First Aid" chart and other general information, contact either Carl Johnson, or ECM at 832-0500.

Thanks to you...
it works...
for ALL OF US

