

Upcoming Events

MAY

15

National Employee Health and Fitness Day

Wednesday, May 15th

MAY

22

EngAGE Focus Group

Wednesday, May 22nd

MAY

22

CLOSED: Memorial Day

Monday, May 27th

- New Employees
- Retirees
- Achievements
- Printable PDF

Tweets by @HenricoHR



Henrico HR
@HenricoHR

#ApplyHenrico- MH/DS Case Manager (Hourly)

A Look at the Henrico Way in Action

May 1, 2019

"I was on the way home. My friend left me a voicemail: 'your house is on fire.'" Henrico County resident...

[Read More](#)

Announcements

Police Memorial Week will be the second week of May. The Henrico Fraternal Order of Police, Lodge #4, and it's charitable foundation buys flowers for fallen officers each year. Peace Officers Memorial Day will be May 15, 2019.

May Articles



A Look at the Henrico Way in Action

□ May 2019

by Shanone Sport, HR Analyst- Organizational Learning and Talent Development



“I was on the way home. My friend left me a voicemail: ‘your house is on fire.’” Henrico County resident Walter Flanagan recounted the events of December 4, 2018, when he learned that his house suffered extensive damage due to a kitchen fire.

Flanagan, who lives on a fixed income and does not have home insurance, decided to stay in a tent on his property that night, despite the snowy weather. The following morning, Fire Battalion Chief Henry Rosenbaum noticed Flanagan and spoke to him about his situation. Shortly thereafter, Rosenbaum contacted County Building Inspector John Butler, who acted right away to help Flanagan. Butler’s efforts quickly escalated into a community partnership between Henrico County, local churches, volunteers, and local businesses, all of whom assisted Flanagan in securing temporary housing during the holidays while his home was repaired – at no cost to him!

Butler recalls that his first goal was getting Flanagan out of the tent. “I contacted a couple of local churches and got him into a hotel; that was the first step in getting him out of the weather,” said Butler. Once he accomplished that goal, he held a meeting with the agencies involved in the project to see how they could support Flanagan.

Flanagan smiles as he recounts his story of the remarkable acts of kindness from Butler, local businesses, and the Henrico community. Although a friend initially advised Flanagan to avoid talking to building inspectors, Butler quickly gained Flanagan’s trust by going above and beyond to assist him during his time of need. “Right away ... he talked about what they could do to ... help me. He just stepped up and started doing things for me. A bunch of other people jumped in ... John was right there the whole time” said Flanagan.

Butler says he understands he can’t help everyone, but if people are willing to be helped, he wants to try his best to do what he can. Trying his best sometimes means finding creative ways to help others. As Butler explains, “People think about building inspectors in a very stereotypical way...but we have to be creative problem-solvers”, which he did after realizing Flanagan was on a fixed income with no homeowner’s insurance. Butler’s ability to creatively problem-solve even inspired his family to volunteer outside of work hours to help Flanagan. His coworkers also



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pitched in to help by cleaning Flanagan's home and getting rid of belongings that Flanagan no longer needed.

Butler's actions fostered a friendship between the two and inspired an entire community to serve. However, Butler's willingness to go above and beyond to assist Flanagan is not unusual for him. As he explains, "the Walter Flanagans of the world ... we don't want to be the exception in Henrico County ... we want them to be the norm." Butler believes that there are a lot of people out there willing to help residents like Walter Flanagan, and feels it is essential to network and find the right people who are willing to help.

The outpouring of support from the Henrico community has moved Flanagan to give back. He now wants to donate his time to serve others saying, "For every bit of help that I got, I want to do the same thing for somebody else." Flanagan never looks at his situation as overwhelming, and never feels like giving up. He says that his situation has given him a new perspective about people in need.

Butler's actions are an outstanding example of "The Henrico Way." During a Board of Supervisors meeting, County Manager John Vitoulkas beamed with pride as he shared the story during Manager's Comments. In his words, "[This example] Illustrates the amazing heart that this county's government and our community have." You can feel that sense of pride and gratitude when talking to Butler and Flanagan about the events of December 4 and all that followed. "I think that we are all very fortunate to work where we do ... and live where we do ...when the opportunity (presents itself) we have to seize the opportunity to do the right thing for our fellow citizens," says Butler. For Flanagan, "the thing that I recognize in John and a lot of these people ... [is that] it's not the job that they are doing. It's just them personally being involved ... it's a way of living." And that's exactly what the Henrico Way is all about: being personally invested in making a difference whenever possible for the residents we serve.

county connection

[IT Launches New Training Site](#)



IT Launches New Training Site

□ May 2019

by Taylor Calder, IT Systems Developer- Department of Information Technology

HENRICO COUNTY INFORMATION TECHNOLOGY
TRAINING SITE
<https://henricova.sharepoint.com/sites/IT-Training>



The Department of Information Technology (IT) has just released a new training and adoption site for all employees on various IT products. The goal of the site is to provide resources for employees with which they can engage and for employees to learn more about the products offered to them that can help improve the way their teams work.



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HENRICO COUNTY INFORMATION TECHNOLOGY
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Initially, the site will offer training resources for Office 365 and Cisco products. More training information will be added as it becomes available. Office 365 is a platform utilized by Henrico County for team collaboration and Cisco's communication tools allow users to call, instant message, or meet with both small and large groups. Both are currently available to employees.

For example, if you want to learn more about the new productivity tool, Microsoft Teams, you can visit [our Teams Product Page](#) for more information. There you will find an interactive demo, training videos, and a direct link to the application for you to get started.

The following products are currently covered on the training site:

Office 365: Outlook (Emails, calendars, tasks); Word (word processing); Excel (spreadsheets, calculations, graphs); PowerPoint (presentations); OneDrive (personal file storage); SharePoint (team file storage, collaborative space, sites and pages to display and communicate information to a larger audience); OneNote (digital notebook); teams (persistent chat and host meetings); Planner (project management-lite tool)

Cisco: WebEx (online conferencing; audio, video, and screen sharing capabilities); Jabber (instant message and connects to phone system to make and receive calls)

As IT continues to develop the site, training and support will expand to more products used at the County. If you have any questions, please email it-help@kace1000.hcg.local.

Now, get training and check out the [IT Training Site](#) today!

Please note: Non-general government employees (Schools and Library employees) will need to request access in order to be able to view the site. If try and access the site and get the message "*You do not have access*" please click the "Request Access" button and IT will grant you permissions to view the site.



Custodial Services

□ May 2019

by Michael M. VanAudenrove, Maintenance Superintendent Custodial & Grounds- Department of General Services



The Henrico County Custodial Services Section of the Buildings and Grounds Team in the Department of General Services is responsible for keeping the buildings clean, keeping bathrooms stocked, collecting recycling materials, changing light bulbs, keeping walkways clear of litter and debris and helping with room and area setups for special events and activities. These services are performed by a combination of County staff and contract employees depending on the building and time of day. The following chart shows a breakdown of how facilities managed by the Department of General Services are staffed for custodial services:

	County Day Staff	Contract Day Staff	County Night Clean	Contract Night Clean
West Government Center	X		X	X
Public Safety	X			
Training Center	X			X
Mental Health & Development Services	X			X
Libraries & Library Admin	X	X		X
Lakeside Center				X
East Health Clinic		X		
Animal Protection		X		
Economic Development Authority				X
Recreation and Parks Main Office				X
Ranco Rd Warehouse				X

Employees working at the Western Government Complex (Administration, Administration Annex, Human Services, Purchasing, Risk Management and the Recreation and Parks Main Office) might have noticed some new faces and uniforms around offices and buildings. On April 1, the County welcomed Associated Building Maintenance as the new night cleaning contractor. We are excited about several changes to our scope of services and are working with Associated to get those changes implemented throughout our buildings.



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As an employee in the General Services managed facility, you should expect daily in your office/work space: all floors visibly clean and free of debris; exposed vertical and horizontal surfaces free of dust and debris; all trash collected and trash cans and liners clean; and any interior glass clean and streak free. There are some common issues or concerns that are reported. These include some surfaces not being dusted at night. Only exposed areas will be dusted, so if you have paper, equipment or personal items on a surface, they will not be moved to dust. Electronic equipment will not be dusted, including computer monitors, screens and towers. If you decorate your office seasonally, please keep in mind that those decorations may impact the ability to dust. Removing items from a shelf or desk (or moving them to one side) is a sign to cleaning staff that those areas need to be dusted.

If you lock your office at night and would still like to have it cleaned, please contact the Custodial Services Section at onestoprequest@henrico.us and they will arrange to have County staff clean your office during the day at a time convenient for you.

There are also additional on-call services available by contacting onestoprequest@henrico.us. These include: deep cleaning empty offices; carpet and furniture extraction and stain cleaning; light bulb replacement; requests for tables (Administration Building only); additional trash or recycling collections; emergency clean-up of unexpected messes. There are a few ways you can help: please report spills immediately; please empty all beverages before disposing of them in waste bins; please don't use water fountains to empty or clean food and non-water drink containers and please pick up staples and paperclips when they fall on the floor (once they have been walked into the carpet they become extremely difficult to remove).

We want you to feel that your area is truly clean every day when you come to work. If there are any missed services please submit your issue as soon as it occurs to onestoprequest@henrico.us or contact the Custodial Maintenance Superintendent at van089@henrico.us.

**Please note that all described services are available in General Services managed facilities. For all other locations please contact your facility manager.*

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[□ Save the Date...](#)

[IT Launches New Training Site □](#)



Save the Date...

□ May 2019, Uncategorized

by Joseph Pacelli, Fitness Trainer- Fitness and Wellness



Come out to the POWERING YOUR WELLNESS THROUGH HEALTH employee wellness fair on Wednesday, May 15 from 11:00 a.m. to 1:00 p.m. in the Administration Building Courtyard.


**MAY
15TH
11A-1P**

**Powering your
wellness through
health.**

**Join us for a health
and fitness fair to
celebrate National
Employee Health and
Fitness Day**

Vendors Include:
-Employee Health Services
-American Cancer Society
-Fitness & Wellness
-Recreation & Parks
- Anthem
- HCA
- EngAGE
-Local Ggm Affiliates
- AND MORE...

**-Health
Education
-Scavenger Hunt
-Cornhole
-KanJam
- Prizes
- AND MORE!**



**WESTERN ADMIN
COURTYARD**
4301 E. Parham Road
Richmond, VA 23228



FOR MORE INFORMATION, CONTACT JOEY PACELLI AT PAC037@HENRICO.US

A vibrant workforce exists when employees are healthy. The everyday choices you make can help you live healthier, happier and more fulfilling lives – both at work and at home. Through our Power Henrico wellness initiative, the County is holding an employee wellness fair to provide you with information, tools and resources to help improve your health and well-being.

In addition to a variety of vendors covering health and fitness, financial planning, active aging, cancer prevention and blood pressure screenings, the wellness fair provides attendees with fun fitness activities including tips and tricks for implementing a healthier lifestyle:

- Participate in the Courtyard Loop Scavenger Hunt for a chance to win prizes:
1. Have your blood pressure checked by Employee Health Services

2. Schedule an appointment with a Primary Care Physician
3. Learn more about saving for your retirement
4. Challenge your co-workers to a game of corn hole



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5. Put on your dancing shoes for a mini Zumba workout

Please see the [POWERING YOUR WELLNESS THROUGH HEALTH](#) flyer for more information or contact the Fitness and Wellness Division of Human Resources at 501-7556.

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[□ Recycling on the Job](#)

[Custodial Services □](#)



New Employees

Name	Department
Abrams, Jasmine	<i>Sheriff</i>
Agee, Casey Grey	<i>Planning</i>
Aleksa, Jeffrey Edward	<i>Sheriff's Office</i>
Amin, Wafeeq	<i>James River Juvenile Detention Center</i>
Anderson, Brittany	<i>MHDS</i>
Barnes, Rashida Shani	<i>Sheriff's Office</i>
Belvin, Cali Ann	<i>Police</i>
Bennett, Angela Monique	<i>Library</i>
Boyer, Chase Joseph	<i>Public Utilities</i>
Chatman, Kaylyn Denae	<i>Sheriff's Office</i>
Collum, Amanda Marrisona	<i>Police</i>
Darling, Daniel J	<i>Sheriff's Office</i>
Dunlop, Kristin Kaye	<i>Pub Relations/Media Services</i>
Edwards, Tasia	<i>Social Services</i>
Eldridge, Briana Janice	<i>Sheriff's Office</i>
Essigman, Tayler Christine	<i>Circuit Court Clerk</i>
Fitzgerald, Felecia F	<i>Sheriff's Office</i>
Franklin, Caroline Lacey	<i>Police</i>
Grant, Venecia	<i>Public Utilities</i>
Hanover, Cynthia Butler	<i>Police</i>
Hayes, Nicholas Anthony	<i>Sheriff's Office</i>
Herring, Paula Patterson	<i>Social Services</i>
Hill, Britney Andrea	<i>MHDS</i>
Hines, Charles Harrison Jr	<i>Sheriff's Office</i>
Hoang, Ha	<i>Library</i>
Ignace, Kimberly Diane	<i>MHDS</i>
Izzo, Nicholas Michael Joseph	<i>Sheriff's Office</i>
Johnson, Audrice Veronica	<i>MH/DS</i>
Jones, Avery	<i>Social Services</i>
Jones, Jermaine	<i>James River Juvenile Detention Center</i>
Lee, Latasha TaNeal	<i>General Services</i>
Loy, Skylar Renee	<i>Police</i>



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Lyons, Brittny	<i>Social Services</i>
Marinelli, Julia Ellen	<i>Juvenile Detention</i>
Mathis, Alexis Denise	<i>Social Services</i>
Mayweather, Charell Desire	<i>Social Services</i>
Meigs, Lauren Elizabeth	<i>Library</i>
Mickles, George Evan	<i>Police</i>
Mitchell, Layne T.	<i>MHDS</i>
Mule, Aleksa McKenney-Pruett	<i>Police</i>
O'Dell, Patrick MacLaren	<i>Circuit Court Clerk</i>
Oliver, Ashley M	<i>Sheriff's Office</i>
Ramer, Josh M.	<i>Public Utilities</i>
Raymond, Kathryn O'Connell	<i>Social Services</i>
Rivera, Francisco Manuel	<i>Sheriff's Office</i>
Russell, Travis James	<i>Police</i>
Salas, Barbra	<i>Library</i>
Sapkota, Nagen	<i>Public Utilities</i>
Simon, Thomas E	<i>Police</i>
Smith, Michael Gerard Jr	<i>Recreation</i>
Smith, Ricky M	<i>Recreation</i>
Smith, LaTasha Nicole	<i>Social Services</i>
Smith, Timothy	<i>Public Utilities</i>
Smyser, Julie Marie	<i>MHDS</i>
Spears, Stuart	<i>General Services</i>
Stanley, James	<i>Public Utilities</i>
Stratton, Joseph Reynolds	<i>Sheriff's Office</i>
Taylor, Blake Austin	<i>Public Utilities</i>
Thenor, Amanda L.	<i>MHDS</i>
Thornton, Lateshia	<i>Social Services</i>
Totten, Steven Maurice	<i>Information Technology</i>
VanderBrook, Joseph Mark	<i>Police</i>
Woodson-Bey, Imani	<i>Public Works</i>
Youngpattana, Somsiri	<i>Public Utilities</i>



Retirees

Name	Department
James Brown Jr.	<i>Sheriff</i>
Elvin Cosby	<i>DPW</i>
Kim Mitchell	<i>Police</i>



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Achievements



Saluting Elvin Cosby

On Tuesday, April 30, Elvin R. Cosby will retire after 73 years and seven days as a Henrico County employee. Henrico celebrates Mr. Cosby, his unparalleled career and his enduring example of service.

The longest-serving employee in Henrico County history, Elvin Cosby grew up in Henrico County and attended Virginia Randolph School. His high school studies were cut short after ninth grade when he began working to help his parents support their family of eight.

On April 23, 1946, at age 18, Mr. Cosby followed in his father’s footsteps to become a Henrico employee. He was hired by the Department of Public Works as a laborer, with an initial assignment of bringing water to crews working on county roads. He worked 10-hour days, earning 55 cents an hour. The work was hard and often dangerous, as some residents would unleash their dogs when he asked to draw water from their wells for the road crews.

Mr. Cosby persevered, however, and steadily rose through the ranks in Public Works. He was promoted to truck driver in 1954 and to equipment operator in 1957; by 1976, he had become a labor foreman. He is now a maintenance supervisor.

In his more than seven decades as a member of the Public Works staff, Mr. Cosby has served under each of the department’s nine directors. He has seen equipment change from mule teams to high-tech pavers and compactors. He also has lent his skills and experience to other county initiatives, such as advising Henrico’s early efforts to promote a racially diverse workforce.

Mr. Cosby is a dedicated supervisor and mentor to his employees and is a model for the entire county workforce. Through his work ethic, sense of service and his commitment to his work, fellow employees and county residents,



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he has set the standard for the Henrico Way.

A grateful county says thank you, Mr. Cosby.