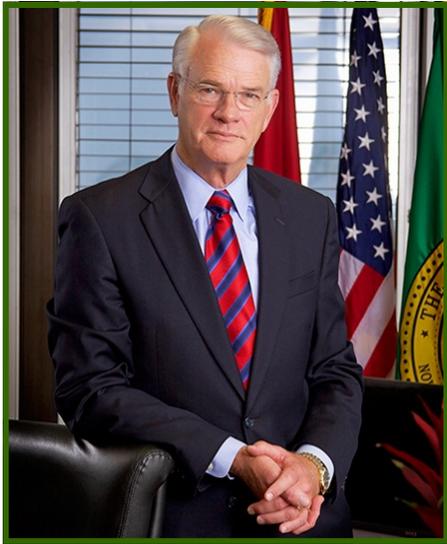




Greetings from the Mayor



This month, I was pleased to host my annual Mayor's Charitable Golf Tournament once again at the Ed Orgill Golf Course. Every participant had a great time, but more importantly, the money goes directly towards paying for college scholarships, literacy programs, and countless other avenues to ensure our young scholars across Shelby County achieve their education goals.

I am pleased to welcome our new County Commission Chairman, Melvin Burgess. Chairman Burgess has had a fine record of service with the County Commission, and I look forward to working with him in his new role.

On September 16th, Shelby County Government hosted local Girl Scouts to showcase the work we do to serve them. I hope to inspire them towards public service and empowered citizenship. These bright young ladies, along with their parents and siblings, were enthusiastic to see the work we do to improve our community.

I was pleased to join the Anshei Sphard Beth El Emeth Congregation as a judge once again for their annual barbecue contest. Abiding by Jewish tradition, they remixed that classic Memphis BBQ taste with chicken and beef. The competition was fierce and well attended, and I am glad their event continues to highlight the wonderful combination of faith, culture, and the celebration of them both.

Of the many programs we put on to create a better community, one that I am particularly proud of is our cross-departmental commitment to keeping children safe.

This month, we revealed the Defending Childhood Initiative, a joint program with the U.S. Department of Justice. Our research shows that the hard work keeping children free from negative influences and dangerous circumstances creates a long-term positive effect in preventing crime and empowering their success. This initiative creates better processes for ensuring the best possible outcomes for the children of Shelby County.

Mayor Luttrell on the Move...



Girl Scouts from Bartlett, Lakeland and Arlington earned their Inside Government badge.



Mayor Luttrell kicked off our 12th Shelby County Citizens' University Class!



Ol' Man River Moonshine Ball 2016, Mayor Luttrell and Mayor Strickland.



Ribbon Cutting for Shelby Farms Heart of the Park. Mayor Luttrell, Pastor Keith Norman, and David Lenoir Trustee.



Mayor Luttrell and the Shelby County's Mayors Youth Council.



SEPTEMBER 2016 NEW HIRES

EMPLOYEE'S NAME	DEPARTMENT	POSITION
1 HANNAAN A. ESTER	ASSESSOR'S OFFICE	APPRAISER ASSOCIATE
2 TERRI Y. JORDAN	ASSESSOR'S OFFICE	CLERICAL SPECIALIST
3 AUDREY M. PERKINS	ASSESSOR'S OFFICE	CLERICAL SPECIALIST
4 ALYSSA C. HENNING	ATTORNEY GENERAL'S OFFICE	ASST DISTRICT ATTORNEY
5 LINDSAY B. WILSON	CAO'S OFFICE	SECRETARY
6 BARRETT L. FREDERICK	CHANCERY COURT CLERK'S OFFICE	JUDICIAL CLERK
7 KATHRYN W. PASCOVER	COUNTY ATTORNEY'S OFFICE	COUNTY ATTORNEY
8 AMBER L. BROWNLEE	COMMUNITY SERVICES AGENCY	CLERICAL SPECIALIST
9 TIMMI A. WARD	COMMUNITY SERVICES AGENCY	MISCELLANEOUS TEMP
10 NYTALIA O. UDETALLAH	COMMUNITY SERVICES	MISCELLANEOUS TEMP
11 PAMELA K. GENTRY	ELECTION COMMISSION	CLERICAL SPECIALIST
12 GENINE J. TAYLOR	ELECTION COMMISSION	ADMINISTRATIVE TECH.
13 LINCOLN C. BLACHE	GENERAL SESSIONS CIVIL COURT	DEPUTY COURT CLERK
14 RASHAD WATKINS	GENERAL SESSIONS CIVIL COURT	DEPUTY COURT CLERK
15 MARILYN ANDERSON	GENERAL SESSIONS CRIMINAL COURT	MISCELLANEOUS TEMP
16 ANDREA L. CROOK	GENERAL SESSIONS CRIMINAL COURT	MISCELLANEOUS TEMP
17 JESSICA LIAS	GENERAL SESSIONS CRIMINAL COURT	DEPUTY COURT CLERK
18 SHAYLA N. PURIFOY	GENERAL SESSIONS CRIMINAL JUDGE	JUDICIAL COMMISSIONER
19 VANESSA D. BUCKLEY	HEALTH DEPARTMENT	MISCELLANEOUS TEMP
20 LAURA T. JOHNSON	HEALTH DEPARTMENT	CLERICAL SPECIALIST
21 NIXIA E. WHETSTONE	HEALTH DEPARTMENT	X-RAY TECHNICIAN
22 TRISA L. ALDRIDGE	JUVENILE COURT	COUNSELOR II
23 DOMONIQUE N. RICHARDSON	JUVENILE COURT	MISCELLANEOUS TEMP
24 AMY C. CROSS	LEGISLATIVE	CLER SPEC A
25 RICHARD C. GREEN	PARKS AND GROUNDS	MISCELLANEOUS TEMP
26 ERIC B. HOWARD	PARKS AND GROUNDS	SUPERVISOR A

**New Hires Continued....**

EMPLOYEE'S NAME	DEPARTMENT	POSITION
27 GEORGE G. HINES	ROADS AND BRIDGES	LABORER SKILLED
28 JASON K. HUBBARD	ROADS AND BRIDGES	TRUCK DRIVER I
29 BRISTOL M. ROBERTS	ROADS AND BRIDGES	SUPERVISOR A
28 JASON K. HUBBARD	ROADS AND BRIDGES	TRUCK DRIVER I
29 BRISTOL M. ROBERTS	ROADS AND BRIDGES	SUPERVISOR A
30 JEFFERY S. BOLTON	SHERIFF'S OFFICE	MAINTENANCE MECHANIC
31 LAKENDRIA K. BROWN	SHERIFF'S OFFICE	MISCELLANEOUS TEMP
32 GLENN L. FORD	SHERIFF'S OFFICE	MAINTENANCE MECHANIC
33 JEFFERY A. GIBSON	SHERIFF'S OFFICE	CORRECTIONS DEPUTY
34 KRISTINE K. OLSEN	SHERIFF'S OFFICE	SCHOOL CROSSING GUARD
35 CHRISTOPHER H. PHILLIPS	SHERIFF'S OFFICE	MAINTENANCE MECHANIC
36 CAROLYN A. POWELL	SHERIFF'S OFFICE	SCHOOL CROSSING GUARD
37 JACKIE R. SETLIFF	SHERIFF'S OFFICE	DEPUTY SHERIFF-TEMP
38 CHESTER TUGGLE. JR.	SHERIFF'S OFFICE	CORRECTIONS DEPUTY-P/T
39 DERRICK L. WILBURN	SHERIFF'S OFFICE	MAINTENANCE MECHANIC
40 PRANATHI BODDU	TRUSTEE'S OFFICE	INFORMATION SYSTEMS

SHELBY COUNTY DIVISION OF CORRECTIONS

Go Big Shelby for Breast Cancer Awareness Month. Shelby County Division of Correction did a fund raiser to benefit the Susan G. Komen Memphis-Mid South. With the Support of the Divisions Staff and Director William Gupton the Division raised \$1000 with a Tee-shirt sale titled Fight Like a Girl. We will also be sponsoring a team for The Walk for a Cure was on October 29, 2016. We also had a Photo shoot sporting our Tee's. We want our employee's to know we will fight with you for you. A special Thanks to Karen Mitchell and Tracey Gossett for making it happen. **Go Big Shelby!**



SEPTEMBER 2016 PROMOTIONS



EMPLOYEE'S NAME	DEPARTMENT	POSITION
KAITLYN AVERY	SHERIFF'S OFFICE	LEAD DISPATCHER
TONI CERRITO	INFO TECHNOLOGIES	SUPPORT SUPERVISOR
SARAH FAULKNER	CAO'S OFFICE	EXECUTIVE SECRETARY
LEON GRAY	JUVENILE COURT	JUDICIAL CLERK
NICHOLAS JENSEN	CHANCERY COURT CLERK	PRINCIPAL CLERK
MARSHA LOGAN	GS CIVIL COURT CLERK'S OFFICE	MANAGER A
VICKY LYON	GS CRIMINAL COURT	MANAGER A
BEVERLY PARRISH	HUMAN RESOURCES	RETIREMENT SPECIALIST
THOMAS POLLICH	ROADS AND BRIDGES	SIGN TECHNICIAN
LAURA POUNDER	DELTA G	COMMUNITY SERVICE
JACQUELINE TAYLOR	CAO'S OFFICE	EXECUTIVE ASSISTANT TO CAO
CRAIG WILLIS	GS CRIMINAL COURT	ADMINISTRATOR

SEPTEMBER 2016 RETIREMENTS

Employee's Name	Department	Employee's Name	Department
Shirley A. Cole.....	Regional One	Beverly J. Richardson.....	Information Tech.
Carolyn Deas.....	Community Serv.	Joan M. Riddle.....	Regional One
Sherry B. Goliday.....	Regional One	Shirley A. Scott – Oliver.....	Regional One
Kim Hanson.....	Sheriff's Office	Jackie R. Setliff.....	Sheriff's Office
Tommie L. Horton.....	Support Services	Chester Tuggle, Jr.....	Sheriff's Office
Charles D. Lewis, Jr.	Sheriff's Office	Guy R. Wade.....	Sheriff's Office
Jeanette Love.....	Regional One	Mitchell A. Williams.....	Sheriff's Office
Gwendolyn G. McClanahan.....	Health Services	Karen M. Wilson.....	Sheriff's Office
Don H. McKee.....	Human Resources		
Susie M. Oliver.....	Regional One		
Mary E. Pruitt.....	Sheriff's Office		





25 + YEARS OF SERVICE

EMPLOYEE'S NAME	DEPARTMENT	YEARS OF SERVICE
NOLA J. GOODRICH	DIVISION OF CORRECTIONS	45
BOBBY J. SPENCE, JR.	SHERIFF'S OFFICE	35
TOMMY W. CATES	AUDIT DEPARTMENT	30
JOHN A. DONALD	GS CIVIL JUDGE	30
ROBERT L. DURHAM, JR.	SHERIFF'S OFFICE	30
EARNESTINE GLASS	SHERIFF'S OFFICE	30
MATTIE P. JAMES	MAYOR'S OFFICE	30
ADRIAN L. MACKLIN	SHERIFF'S OFFICE	30
LEO D. SAVARE, JR.	HEALTH DEPARTMENT	30
DORA M. BENN	SHERIFF'S OFFICE	25
GARY D. CUMMINGS	JUVENILE COURT	25
BERTHA A. DAVENPORT	TRUSTEE'S OFFICE	25
TIMOTHY EVERETT	SHERIFF'S OFFICE	25
PRESTON J. HENDERSON	SHERIFF'S OFFICE	25
MICHAEL D. HOWSE	DIVISION OF CORRECTIONS	25
WARREN JONES	SHERIFF'S OFFICE	25
DIANA B. MCCRISTON	DIVISION OF CORRECTIONS	25
JOYCE V. MORRIS	DIVISION OF CORRECTIONS	25
LAURA SCURLOCK	TRUSTEE'S OFFICE	25
THOMAS A. SHOUSE	ATTORNEY GENERAL'S OFFICE	25
GEORGE A. SMITH	SHERIFF'S OFFICE	25
ALISA J. SUGGS	JUVENILE COURT	25
TONY L. TAYLOR	SHERIFF'S OFFICE	25

CONDOLENCES

EMPLOYEE'S NAME	DEPARTMENT	NAME OF DECEASED	RELATIONSHIP TO EMPLOYEE
Rachel Fielder	Circuit Court Clerk's Office	Mr. Cody Fielder	Wife
Donna Fielder	Probate Court Clerk's Office	Mr. Cody Fielder	Mother
Jacque Hayes	Public Works and Grounds	Ms. Jean Hayes	Daughter
Annette Johnson	Community Services Agency	Ms. Pinkie M. Brewer	Daughter
Shirle Kaufman	Pretrial Services	Mr. Vincent Kaufman	Wife
David Sweat	Health Department	Mr. John David Sweat	Son
Rose Brooks	GS Civil Court Clerk's Office	Mr. Cornell Brooks	Wife





UPCOMING EVENTS

MARK YOUR CALENDAR



The 2016 campaign kicked-off, October 5th and will continue through November 18, 2016. We are excited to work with **United Way of the Mid-South** as we once again make contributions to assist those in need of the services provided by the different agencies.

The United Way of the Mid-South improves the lives of Mid-Southerners by mobilizing and aligning community resources to address priority issues. They do this through collaborations with nonprofits, volunteers, businesses, government employees and other groups while focusing on education, financial stability, health and safety. But this mission is only achievable when people like you and me give our time and resources. Our campaign goal for 2016 is to raise \$170,000.

The exciting news is – a current United Way contributor does not have to submit a new pledge form *unless* you are making a change (increase or decrease). Your 2015 pledge form will automatically rollover for 2016.

If you wish to discontinue your current pledge an email should be sent to: UnitedWay@shelbycountyttn.gov

ANNUAL OPEN ENROLLMENT

NOW – Monday, November 14, 2016

Shelby County Government Annual Open Enrollment is going on now and ends **November 14, 2016**, for active full-time permanent, durational, and part-time employees.

Shelby County Government has partnered with Benefit Harbor to allow employees the opportunity to enroll in their benefit plans online.

All employees MUST RE-ENROLL or ENROLL for benefits by logging into the Benefit Harbor Self Service Site (www.mybenefitharbor.com/shelbycountyttn) or call the **Benefit Harbor Call Center (1-888-464-7565)**. Every employee should print their benefits summary/confirmation statement. Benefit changes will be effective **January 1, 2017**.

THE LAST DATE TO MAKE ANY CHANGES WILL BE NOVEMBER 14, 2016.



the **HR** corner

UPCOMING

EVENTS

Coming Soon



Angel tree

happening
now



MAKE A
DIFFERENCE.





10 Excellent Qualities That Make an Outstanding Employee

Work Ethic

A valuable characteristic an employee can possess in any working environment is a good strong work ethic. If you're wondering what defines work ethic, one such qualifier is making sure you're where you need to be on time and for the duration of the time of which you're being compensated. Other qualifiers are discussed below.

Most of us who work hard value this trait and are sometimes affected by co-employees who have a differing view of their role with a company. Attitudes might develop towards the employee who doesn't value work ethic. This creates hard feelings especially when a lack of work ethic isn't noticed or addressed.

We have to remember that we have to tune out matters which are not relevant to what our own personal job performance is based on. If someone else's lack of work ethic becomes an annoyance that begins to affect the quality of your performance, then the subject should be taken up with the appropriate individual at your place of employment.

Integrity

I can't think of an employer who won't place value on an honest employee especially if you're working with a lot of material that is strictly confidential. Plus, you want to be trusted and trust is very important in any relationship, working or otherwise. Integrity will begin by not providing false information on your application.

Positive Attitude

There is nothing like coming into the office on a Monday morning and hearing a bunch of crabby people telling you how awful their weekend was, and how already they can't wait until it's Friday. Talk about wishing your life away--if any job is that bad, try to find another one. This negativity makes you want to climb back on the elevator, doesn't it?

A very effective influence in the working environment is a consistent positive attitude. You know you have to learn to work with different personalities, so treat them all the same. Avoid the person you will never be able to influence to smile and stop asking the negative employee how he or she is doing because you will hear about it for possibly 30 minutes of your working schedule. Your positive attitude will be reflected on your evaluation. You weren't hired to complain. If you have a concern, there is an appropri-

ate way to express it as well as the right go-to person.

Self-Motivation

If you have 10 piles of work on your desk, map out a plan to get that work accomplished and moved off your desk. Don't wait for someone to come tell you what to do. If you have a question, ask someone to help you find the answer or go to the appropriate person in your office for suggestions or guidance. Do not just sit at your desk drinking coffee while you send out text messages. You're paid to work. Be a go-getter, be proactive. If you want a good review and a good working reputation, ask yourself what you can be doing to make your company or your supervisor look better because that's another factor that will lend itself towards positive feedback in your direction.

Strong Systematic and Organizational Abilities

Let's say you have an office in a long hallway, or a cubicle, if you want to attract attention, then keep piling debris on your desk. If you want positive attention, do something with the debris because the message you send out is that you're just not that organized. Employers like to know their employees are organized and have generated some type of system to make their job run smoothly. If you generate a system to organize materials required to perform your job responsibilities, then you will actually be able to find things when you need them quickly!

Good Listener

Whether you're starting a new job or you've been at one for a long time, practice and practice being a good listener. Be a good observer too. When you're given instructions for a new project, if you're not paying attention, which essentially means listening to details, then you're setting yourself up to make a mistake. It's also embarrassing to go back with questions when the answers were probably presented already, but you didn't LISTEN. Take pride in being a good listener because that is a huge problem with the vast majority of people. Listening is also a part of reading material provided to you or reading an e-mail--reading can be included with listening if it relates to an important communication.

Detail Oriented

Who wants to hire an employee who will never listen to details? I work in a law firm and I can

assure you details are extremely important. If you're a perfectionist like I am, then you're going to want to know ahead of time what details you need to be aware of that will make your job easier the next day or the next week for that matter. This is an ongoing behavior. It's also another qualifier for your evaluation. For example, if it is part of your job to make coffee everyday and you forgot to order coffee for the following week, this is a reminder to better manage details involved with that coffee ordering skill!

Meeting Expectations

When you start a new role with a company, make sure you sit down with your supervisor to discuss what will be expected of you on a routinely basis. Ask questions also. You want to be able to cover all bases mostly so you know what it is that you are expected to accomplish. As you meet those expectations, you might also come up with ideas that make your job easier. Discover ideas that are more productive and suggest them to your employer. If you see a co-worker struggling to meet a deadline and you have yours completed, use some of that team player attribute to help that person meet an expectation.

Adapts to Change

Imagine the person that went from an IBM Selectric Typewriter and then all of a sudden, that person saw a reflection in a computer monitor. Frightening, but as it turned out, the change was good and the employee adapted. Every year, most likely something whether small or large is going to occur within your employment and if it is relevant to your role, then it will be necessary for you to adapt to changes. Some of these changes might help you perform your job more efficiently. Some of these changes are going to cause negative responses, but you're going to want to maintain your positive attitude. So many changes are good ones, so embrace them and learn to adapt to the ones you may not love. If it is an absolutely awful change and you simply cannot adapt to it, remember it is always better to look for another job while you still have one.

Experienced Communicator

Practice the kindergarten lesson of thinking about how you're going to communicate a thought or reaction before words leave your mouth. You want to leave your listener with the idea that you can articulate your thoughts or presentations well.



About Shelby County

Shelby County was established in 1819. It is the state’s largest county both in terms of population and geographic area. Its county seat is Memphis. It is part of the Memphis Metropolitan Statistical Area, which comprises eight counties in the three states of Tennessee, Mississippi, and Arkansas. Shelby County was named for Governor Isaac Shelby (1750-1826) of Kentucky.

Shelby County is governed by a mayor-commissioner form of government under a Home Rule Charter that went into effect on September 1, 1986. Each serves a 4-year term. Together, the administration and the Board of County Commissioners are responsible for governing the most populous of Tennessee’s 95 counties.

The county’s personnel staff of approximately 6,270 people have the direct duty of providing services for 910,100 citizens according to the 2007 estimated census data.

Mark H. Luttrell, Jr., was elected as Shelby County Mayor on August 5, 2010.

Information Technology Services

“Our Continuously Connected Lives-What’s Your ‘App’-titude?”

It highlights the importance of:

- Being vigilant about your online presence
- Information you make available online
- The security of your mobile devices
- Applications you utilize on your devices

Some advice for social media and securing your mobile device, including the applications (apps) used on it, include: Remember, there is no ‘Delete’ button on the Internet. Think before you post, because even if you delete a post or picture from your profile only seconds after posting it, chances are someone still saw it and may even have downloaded it.

Future employers may look at your social media accounts before hiring you. Questionable content can include pictures, videos, or opinions that make you seem unprofessional or mean and can damage your reputation or future prospects.

Keep certain things private from everyone. Resist the urge to post anything that can help a person steal your identity or find you, such as your full name, Social Security number, address, birthdate, phone number, or where you were born. While it’s fun to have everyone wish you a happy birthday, or for long-lost friends to reconnect with you online, listing your date of birth with your full name and address gives potential identity thieves pertinent information. Other things to keep private includes sensitive pictures or information about friends and family.

Don’t broadcast your location. Location or geo-tagging features on social networks is not the safest feature to activate. You could be telling a stalker exactly where to find you or telling a thief that you are not home.

Connect only with people you trust. While some social networks might seem safer for connecting because of the limited personal information shared through them, limit your connections to people you know and trust.

If a friend posts something about you that makes you uncomfortable or you think is inappropriate, let him or her know. Likewise, stay open-minded if a friend approaches you because something you’ve posted makes him or her uncomfortable. People have different tolerances for how much the world knows about them, and it is important to respect those differences. Also report any instances of cyber bullying you see.

Think before you connect to any public Wi-Fi hotspot—like on an airplane or in an airport, hotel, train/bus station or café. Be sure to confirm the name of the network and exact login procedures with appropriate staff to ensure that the network is legitimate. Using your mobile network connection is generally more secure than using a public Wi-Fi network.

Guard Your Mobile Device. In order to prevent theft, unauthorized access and loss of sensitive information, never leave your mobile devices—including any USB or external storage devices—unattended in a public place. While traveling, if you plan on leaving any devices in your hotel room, be sure those items are appropriately secured.

Keep your device locked. The United States Computer Emergency Readiness Team (US-CERT) recommends locking your device when you are not using it. Even if you only step away for a few minutes, that is enough time for someone to steal or destroy your information. Use strong PINs and passwords to prevent others from accessing your device.

Update Your Mobile Software. Treat your mobile device like your home or work computer. Keep your operating system software and apps updated. This will improve your device’s ability to defend against malware.

Only Connect to the Internet if Needed. Disconnect your device from the Internet when you aren’t using it and make sure your device isn’t programmed to automatically connect to Wi-Fi. The likelihood that attackers will target you becomes much higher if your device is always connected.

Know Your Apps. Be sure to thoroughly review the details and specifications of an application before you download it. Be aware that the app may request that you share your personal information and permissions. Delete any apps that you are not using to increase your security.

Shelby County Government

Mayor’s Office

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Please submit stories, comments, and questions to

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Published by Theresa Hill

WE ARE ON THE WEB!

WWW.SHELBYCOUNTYTN.GOV