

# IN-SYNC

Newsletter



From CEO/Human Resources

July - September 2018

Over 700 job seekers attended the 2018 Job & Career Fair at the Government Center on June 21st. Hosted by CEO/Human Resources with participation from all County agencies, the Job & Career Fair met the goal of displaying the broad nature and variety of careers offered by the County of Ventura.



## Information In This Issue From:

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*Roadmap to Retirement*
- ◆ Human Resources  
*Website "Gem"*
- ◆ Risk Management  
*Drive to Stay Alive*
- ◆ Training & Development  
*Major Myths of D&I  
New Online Course*
- ◆ VC-WELL  
*Upcoming Classes*
- ◆ WorkLife  
*Online Parenting  
College Myths - BUSTED*



A huge thank you to all the agencies that participated! We received 215 evaluations from job seekers and over 90% responded that they better understand the recruitment/selection process, they learned something new about the scope of work that the County provides and they plan on submitting a job interest card! [Click here for more Job & Career Fair pictures!](#)



[HR.Admin@ventura.org](mailto:HR.Admin@ventura.org)



### Featured Website “Gem”

*Personnel Rules & Regulations, Management Resolution and Memorandums of Agreement (MOAs)*

There’s a lot to know about being an employee of county government and knowing where to go for information is key. The **Policies & Memorandum** page of the Human Resources website provides you access to the Personnel Rules and Regulations; the Memorandums of Agreement that cover employees represented by the respective unions; and, the Management Resolution for unrepresented employees. All are easily accessed at: <https://hr.ventura.org/policies-memorandum>

The main purpose of the Personnel Rules & Regulations (PR&R) is to provide a program of personnel administration that is consistent, equitable, effective and efficient program of personnel administration for management, employees and residents of the County of Ventura.

The Management, Confidential Clerical and other Unrepresented Employees Resolution (commonly referred to as the Management Resolution) and the Memorandum of Agreements (MOAs) for each represented group provide additional detail on pay and working conditions with which you should become familiar.

By way of example, your questions regarding the County’s recruitment, examinations, and classification rules can be found in the PR&Rs. The Management Resolution and the MOA’s, which have been collectively bargained with your union, provide further detail on pay items which may apply to your employment. These items include: holidays, vacation, leave provisions, educational incentives, shift differentials, overtime, text book and tuition reimbursement. Additionally, the MOAs and Management Resolution provide you information on grievance procedures.

Please take time to review these documents to ensure that you are familiar with the rights, privileges, and obligations of County employment.

In addition to the PR&Rs and MOAs, you may also refer to the County Administrative Policies at: <https://countyofventuraca.sharepoint.com/sites/CEO/AdminManual> which provide more detail on a variety of employment and other related matters.

For answers to your specific questions, please refer to your union representative or departmental HR Representative.

To access the PR&R and the MOA’s go to: [hr.ventura.org](https://hr.ventura.org) under Human Resources on the top menu bar, you will see the drop down menu, click on Policies & Memorandum.

- Benefits >
- Classification & Compensation
- Complaint Resolution
- Diversity and Inclusion
- Equal Opportunity Employer
- Policies & Memorandum**
- Training & Development
- Volunteer



## Major Myths of Diversity and Inclusion: ~ What Diversity and Inclusion Is Not

Adapted from the IPMA-HR April 2018 issue, written by Mauricio Velasquez

**M**any myths and misconceptions swirl about the issue of Diversity and Inclusion. **Mauricio Velasquez**, CEO of The Diversity Training Group (DTG), has repeatedly addressed the myths in his 25 year career. Here, he debunks the major myths of Diversity and Inclusion.

**Myth 1: Diversity and Inclusion is a problem.** No, it is an opportunity. You can't understand and take advantage of something you don't know you don't know (something you don't understand). Your diversity strategy and plan is an opportunity to differentiate your organization from your competition – don't blow it. You often hear “we are in a war for talent” and being an organization that values diversity and is inclusive is an organization that is a

“good place to work” for all talent and you will be winners of this war.

**Myth 2: Diversity and Inclusion is our HR Department's responsibility.** No, it is my responsibility. Too many people tell me “that's not my problem; our personnel people have to handle the diversity issues.” Wrong. We all (leaders, managers, supervisors and employees) play a significant role. We all have a “shared responsibility” to value the diversity of our talent staff and include all of them.

**Myth 3: Diversity and Inclusion is just about race and gender.** No, it is much broader than that. I used to be called a “Cultural Diversity Trainer” and then I was a Diversity trainer and now the conversation is moving to “being more

inclusive.”

This shift towards inclusivity helps make the language and conversations more clear about the purpose of Diversity and Inclusion.

**Myth 4: Diversity and Inclusion is just about the workplace.** No, diversity is about your internal (employees) and external (prospective clients) customers. Understanding the diversity in your employee and customer ranks and anticipating their needs can make or break your organization (most likely break if you subscribe to this myth).

[Click here to finish reading about the major myths.](#)



## The County of Ventura Diversity & Inclusion Task Force announces...

**NEW**

**ONLINE COURSE**  
Developing Cultural Competency and Inclusion

CLICK TO REGISTER NOW!

### How and Why??

- \* 50 minute e-Learning packed with essentials for embracing and leveraging all forms of diversity.
- \* Increase your awareness of what goes into making diverse work teams thrive.
- \* Acquire key communication tools for turning tension filled misunderstandings into positive outcomes.

**For Questions Contact:**

[Training.Administration@ventura.org](mailto:Training.Administration@ventura.org)

You may access the training **HERE** or via Media Partners at:

<http://v1.oblearn.com/countyofventura/employees/>



COMING SOON!

THE LEADER IN ONLINE TRAINING FOR PARENTS OF TODDLERS TO TEENS

Create a **HAPPIER HOME!**

YELLING at your kids? Feeling **FRUSTRATED** and **GUILTY**?  
Say goodbye to **TANTRUMS** and **TEARS** and hello to **WELL-BEHAVED**  
children and **STRESS-FREE** parenting with our simple-to-get-started...

Click here to register!



**FREE KICK-OFF WEBINAR**  
**October 3, 2018**  
**Noon to 1:00pm**  
**Pacific Conference Room, Government Center**

abc NEWS

CBS THIS MORNING

CNN

FOX & friends

MSNBC

TODAY

RACHAEL RAY

STEVE HARVEY

The New York Times



POSITIVE PARENTING solutions™

The WorkLife Program is proud to announce a new, exciting employee benefit! Positive Parenting Solutions is online parenting training and resources.

From backtalk to bedtimes. Tantrums to power-struggles. Toddlers to teens. Get the help you need to feel **EMPOWERED** and **PROUD** at how you handle anything parenthood throws your way, and raise strong, considerate, and even **HELPFUL** children.

Coming soon, County employees will have the opportunity to purchase lifetime access to **Positive Parenting Solutions** for a **SIGNIFICANTLY DISCOUNTED RATE!!**

About Amy McCreedy and Positive Parenting Solutions, Inc.



Parenting educator and TODAY Show contributor, Amy McCreedy admits she is a 'former yeller'. She understands what it feels like to be disappointed, frustrated and even defeated at times trying to raise positive, happy, well-behaved children. Now, she's trained more than 60,000 parents in over 21 countries, on 6 continents to transform themselves from **YELLERS** to calm and cool parents with the tools and strategies to solve the stress, and **ENJOY** their most important job of raising terrific kids.

For more info:  
[worklife@ventura.org](mailto:worklife@ventura.org)



## Drive To Stay Alive! *Safe/Defensive Driving Tips from Risk Management*

Many County employees rely on a County vehicle as part of their job. According to GSA, the County fleet contains about 1,400 cars, trucks and vans. These vehicles serve a great benefit, but come with risk for accidents and injury. Risk Management reports that in 2016/17 there were 60 auto liability cases and \$810,000 paid to GSA for auto damage on 212 vehicles.

As a reminder to drive safely and defensively, Risk Management suggests becoming familiar with these key driving principles:

-  **Wear a Seatbelt** – Seatbelts save more than 13,000 lives a year. Wearing a seatbelt keeps you securely in place in the event of an accident. Wear your seatbelt low across the hips and across the shoulder and chest with minimal slack.
-  **Stay Focused & Awake** - Stay focused and awake while driving, **DO NOT MULTITASK**. Avoid eating, drinking, reading, applying make-up, and cell phone use. Common fatigue symptoms include: eyes feeling heavy, daydreaming, continual yawning, slow reaction times, varying speed for no reason, rash decisions, and drifting in the lane.
-  **Avoid Aggressive Behavior** - Aggressive driving can aggravate other drivers and initiate conflict. Road rage can end tragically.
-  **Look Out for Pedestrians** - Look out for pedestrians and anticipate their actions. Pay special attention to crosswalks and intersections, practice driveway safety and parking lot safety.
-  **Be Aware of Road Conditions & Hazards** – Know the weather conditions and anticipate road conditions. Slow down in construction zones. Obey the posted speed limit at all times.
-  **Secure Tools & Equipment** - Securing tools and equipment provides a safe and secure environment for your vehicle and other motorists.
-  **Ensure Vehicle is Properly Maintained** - Common vehicle maintenance problems that could lead to an accident include incorrect tire pressure or faulty brakes.
-  **Do Not Drink & Drive** - **DO NOT DRINK AND DRIVE!** You are required to have a valid California Driver's License while driving on county business.
-  **Refrain from Cell Phone Use** - Put your cell phone down when driving.
-  **Know the Objects Around You** - If you are reversing, know what is behind your vehicle or use a spotter. It could be a predatory stationary object!



Retirement planning is a very personal journey. Creating your own retirement planning roadmap isn't difficult when you have the right tools. As a general rule, most retirees need between 70%-85% of their pre-retirement income to retire comfortably. To prepare your retirement roadmap, you will need to review your sources of retirement income and identify any income gaps. Your retirement income gap is the difference between the sum of your income sources and the dollar amount that's equal to 70%-85% of your last year of pre-retirement income. Sources of retirement income include your defined benefit pension plan with the Ventura County Employees Retirement Association (VCERA), personal savings including your Deferred Compensation Plans and Social Security for non-safety employees.

You recently received your personalized Annual Benefit and Total Compensation statement in the mail. This statement is a valuable tool in creating your retirement roadmap and identifying your potential income gaps. The Annual Benefit Statement provides you with an estimate of your monthly pension benefit from the Ventura County Employees Retirement Association (VCERA), as well as, projections for your 401(k) Shared Savings and Section 457 Plan based on your balance and contribution amounts as of 12/31/2017. Your 2017 Total Compensation Statement details the value of the compensation and benefits

that you receive as a County employee. This would be the pre-retirement income amount that your roadmap will be designed to replace 70%-85% of. To obtain an estimate of your Social Security benefit, visit [www.ssa.gov](http://www.ssa.gov).

These valuable statements can help you create a retirement plan of action that's right for you. The worksheet below will help you put these numbers together and calculate your current income replacement percentage to determine if you are on track to replace the estimated 70-85% of your pre-retirement income needed.

Refer to your statements to populate the following information:		
VCERA monthly pension (see your statement)	+	\$
Deferred Compensation	+	\$
Social Security (ssa.gov)	+	\$
Other sources of income (i.e. other pensions, 401(k), IRAs, personal savings)	+	\$
<b>a. Total</b>	=	\$
<b>b. Your current income</b> (See your total compensation statement)	=	\$
Replacement %		% (divide (a) by (b))

To assist you even further in putting all this information together, consider utilizing one of the tools and resources available to you as one of your employee benefits.

### Start Your Retirement Planning Journey TODAY

- Visit [www.netbenefits.com/ventura](http://www.netbenefits.com/ventura), select the "Tools & Resources" tab followed by the "Tools & Calculators" for a wide variety of retirement calculators including the Fidelity Retirement Score calculator.
- Use the **Planning & Guidance Center** at <https://myguidance.fidelity.com> to create a retirement plan that's unique to your needs. This tool will automatically include your Fidelity accounts and provide an opportunity to incorporate your pension benefit (if applicable) in the "other sources of income" section. You will also have the option to include or exclude Social Security benefits.

- Estimate how much income you may have or need in retirement
- Receive next steps to help you get or stay on track
- Create a retirement plan in minutes

If your replacement looks to be lower than your needs, consider increasing your contributions to the 401(k) Shared Savings & Section 457 Plans by logging into [www.netbenefits.com/ventura](http://www.netbenefits.com/ventura) or calling 800-343-0860.

If you think that increasing your contribution rate by a small amount doesn't matter, think *again!* It can make a *powerful* difference in your overall retirement savings. See how a change as small as a 1% increase in your contribution to your workplace savings can make a big difference for the future. [Click here to get started.](#)

COMING SOON!



Your Fidelity plan just got better! Beginning in July 2018, the County of Ventura will have a fully dedicated onsite Fidelity Retirement Planner. **Andrew Kremer, CFP**, will maintain office hours at the Government Center Hall of Administration and will also visit other County locations to address any questions you may have and help you create a retirement plan unique to your needs. Andrew has an MBA in Finance from Xavier University and joined Fidelity in 2014. Andrew will be able to provide guidance and 1:1 consultations by appointment, along with a variety of different resources including workshops and help desks. Watch for more information regarding Andrew and how he can assist with your retirement planning needs over the next few weeks. As always, these consultations and workshops are complimentary to you. Remember to bring your Annual Benefit and Total Compensation statements with you when you meet with Andrew.



## What's coming up in Wellness?

**New Health Club Discount List** (posted on website in July, 2018)

**New Wellness Program Class Schedule** - Here are some highlights of upcoming classes at the Government Center:

- ✓ **Probiotics: Should you feed your gut?**  
7/17/18      1-2pm      *Atlantic Conference Room*  
Growing a flourishing garden within may help you lose weight, lower cholesterol, cure bad breath and even improve your mood. Come and find out how to decipher a probiotic label, choose the best brand name product and find friendly flora in kombucha and other fermented foods.

- ✓ **Functional Movement Screening**  
8/8/18      12-1pm      *Pacific Conference Room*  
Learn about movement patterns that support work, sports and daily activities. FMS will bring awareness to your fundamental movements and teach you about the role of mobility, motor-control, and strength. Learn to self-assess and understand some of the underlying issues that lead to injury and/or pain. **Bring a towel or mat and wear loose comfortable clothing.**

- ✓ **Foundation Training**  
8/29/18      12-1pm      *Pacific Conference Room*  
Join us for a safe and effective exercise routine created to help you change movement patterns that are putting undo stress on your body's joints. Our fitness specialist & Certified Foundation Trainer will show you simple and transformative exercises designed to naturally heal your body. **Bring a towel or mat and wear loose comfortable clothing.**

### WELLNESS PROFILE SCREENING

This valuable health assessment measure your blood pressure, total cholesterol, HDL, LDL, triglycerides, glucose and more. You will also receive a powerful and very personalized results report that you can share with your doctor. Participants also have the option to meet in person with a Health Coach/Nutritionist. ALL FREE & CONFIDENTIAL.

- ⇒ Gov't. Center, EHS - 8/1, 9/12, 10/3, 11/7, 12/5
- ⇒ Behavioral Health - 7/18
- ⇒ Moorpark - 8/6
- ⇒ Saticoy - 9/19
- ⇒ Dept. Child Support Services, Camarillo - 10/17
- ⇒ East County Police Services - 11/13

### Mindful Yoga Stretching - Noon-1pm

Government Center, MPR      ★  
Fridays, 7/13 - 12/14.

Camarillo Airport  
★ 6 Wednesdays, 7/11-8/15 and 10/3-11/7

Camarillo DCSS      ★  
6 Thursdays, 7/12-8/16 and 10/4-11/8

Oxnard, Williams  
★ 6 Fridays, 7/13-8/17 and 10/5-11/9

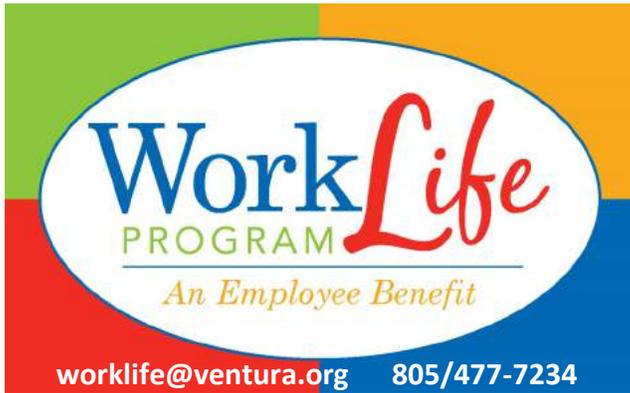
Simi Valley, IEC/JCC      ★  
6 Thursdays, 8/23-9/27

- ✓ **Herbs & Supplements: What should you be taking?**  
9/18/18      12-1pm      *Atlantic Conference Room*  
Whether you are dealing with diabetes and high blood pressure or just want to feel more healthy and energetic there may be a dietary supplement to help you. Learn which products may be worth it and which are probably worthless - and which might actually cause harm.

- ✓ **Beginner's Boot Camp**  
9/18, 9/20, 9/25 & 9/27      5:30-6:30pm      *Courtyard*  
Join our Fitness Specialist outdoors for a fun workout that can help you achieve the results you want. Don't worry if you're not in shape, this beginner's boot camp is just what you need to get you started. Bring your water and wear exercise shoes and comfortable, loose clothing.

- ✓ **Quick and Health on a Budget**  
9/26/18      12-1pm      *Pacific Conference Room*  
Attend this cooking demo and learn the secret to hassle free, delicious meals that are easy and affordable. Learn how to stretch your food dollar with these quick and healthy meal ideas. Samples and recipes will be provided.

Get the complete class schedule with locations, dates & details @ [www.ventura.org/vcwell](http://www.ventura.org/vcwell) Questions? Email: [wellness.program@ventura.org](mailto:wellness.program@ventura.org)



The WorkLife Program provides resources to help you care for the most important people in your life!



**Child Care**



**Elder Care**



**Lactation Accommodation**



[Click here for WorkLife resources.](#)

**POPULAR WORKLIFE CLASS!!**

**BUSTING MYTHS**

# College Myths

**BUSTED!**

Thursday, September 13

Noon - 1:00pm

Government Center, Ventura  
Pacific Conference Room

Think only 4.0 students receive scholarships?

Think a private college is out of reach?

Join College Admissions Educator, **Cecilia E. Johnston, JD**, for a fun and informative debunking of myths that can stand in the way of your family's college-bound goals. This workshop will shine a light on what is really possible for your family. Plan to be there and **get your questions answered** by an expert!



Register at: [hr.ventura.org/benefits/wellness-program](http://hr.ventura.org/benefits/wellness-program)

## Family Care Fair Provides Employees with Valuable Resources!



Seventy (70) organizations and agencies participated in the Family Care and Volunteer Resource Fair held on May 24, 2018 at the Government Center. Over 400 employees and members of the public attended to gather resources and learn about volunteer opportunities.



## Thinking About Buying a Home?

Attend a Free Home Buying Seminar!



Whether you are a first-time home buyer, move-up buyer or getting back into the housing market, the information provided will give you the tools needed to be a more informed buyer. Register at: [www.coastalhousing.org](http://www.coastalhousing.org)

July 24, 2018 or  
September 11, 2018

5:30 p.m. - 7:00 p.m.  
Government Center, Ventura  
Hall of Administration  
Multi-Purpose Room



## Are You Caring for an Elderly Relative?

Whether your loved one lives with you, lives across town or is out of state, caring for an elderly or sick relative can be stressful. Caregivers need to nourish their spirit and support their physical and mental health. Join us for support and resources at the **Elder Care Support Group**. Drop in as your schedule allows, no registration is required.



Noon - 1:00pm  
Government Center - Hall of Administration  
Caribbean Conference Room

- July 25
- August 29
- September 26