

# IN-SYNC



*With CEO/Human Resources*

**January - March 2018**

**W**elcome to the New Year edition of the In-Sync newsletter!  
 Make a resolution to read every page so you start off 2018 well-informed!



**I**t's here! Announcing the launch of the new Human Resources website! Complete with a video message from Mike Powers, testimonials from County employees and day-in-the-life videos, this website jumps off the screen in a very real, personal way. Take a look and see how many co-workers you know!

### Message from the CEO



### Information In This Issue From:

- ◆ Benefits
- ◆ Deferred Compensation
- ◆ Employee Assistance Program
- ◆ Human Resources
- ◆ Risk Management
- ◆ Training & Development
- ◆ VC-WELL
- ◆ WorkLife



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

### COUNTY CAREERS

Where do you see yourself?



Admin/Finance

Health Care

IT Services

Operations

Public Safety

Social Services

### A Day In The Life Of



**KENDRA**  
Senior RN, Ventura County Medical Center



**Lupe & Alex**  
Ventura County Probation



**Alexis, Owen, Adam**  
Ventura County IT Services



**ANNA**  
HEALTH AND HUMAN SERVICES SOCIAL WORKER  
COUNTY OF VENTURA

### Testimonials

Meet our hardworking, dedicated, enthusiastic employees!  
 Here are some reasons why they love working for the County of Ventura.



**Louie Vicuña**  
County Clerk-Recorder



**Monica Terrones**  
County Clerk-Recorder



**Mario Vasquez**  
Public Works Agency



**Ricki Scherer**  
Fire Department



**Irma V. Hernandez**  
County Clerk-Recorder



**Martin Hahn**  
Health Care Agency

# Benefits Division



## Plan Year 2018 is Here!

Your open enrollment selections of health plans and flexible spending accounts for plan year 2018 are now in effect.

### Check Your Paycheck Deductions!

If the correct health care plan names and deduction amounts do not appear on your paycheck, let the Benefits Representative in your department know *immediately*.



## There is a Deadline to Report Errors.

### Don't Delay!

If you find an error in your elections, you must report the error(s) by Friday, January 26, 2018. By not reporting the error(s), you are agreeing to the Flexible Benefits Program plan elections as they appear on your paycheck and those plans and deductions will remain in effect for the 2018 plan year (December 31, 2017 - December 29, 2018).



## Health Happens



Did you know that the Ventura County Health Care Plan and Anthem Blue Cross offer a Nurse Advice Line? This is an easy way for you to connect with a health expert from home, the office or while traveling, 24 hours a day, seven days a week. A Nurse Advice Line also gives you access to health professionals without incurring out-of-pocket costs. Speak to a registered nurse who can answer your health questions and help you decide whether you should go to the emergency room, urgent care center or make an appointment with your primary care provider.



Contact  
Teladoc

Talk with a  
Doctor

Resolve  
your Issue



## TALK TO A DOCTOR

*Anytime ~ Anywhere*

Anthem Plan members have access to Teladoc. Teladoc allows you to talk to a doctor anytime, anywhere, and your visit is free. Request a visit today via phone, web, or mobile app and connect to a board-certified doctor. A doctor will be ready to listen, resolve your issue and if medically necessary, a prescription will be sent to your pharmacy of choice.

 Teladoc.com

 1-800-Teladoc

 Facebook.com/Teladoc

 Teladoc.com/mobile

## Proof of Coverage IRS Form

The County of Ventura values its employees and is committed to providing eligible employees and their dependents with affordable health benefits that meet or exceed the requirements of "minimum essential coverage" (MEC) under the Affordable Care Act (ACA). Per ACA regulations, IRS Form 1095-C will be mailed to

employees no later than January 31, 2018. This form will provide proof of health insurance coverage that the County offered to its employees during the 2017 tax year, as well as confirmation of medical plan enrollment for those who were enrolled in a medical plan through the County's Flexible Benefits Program. If you have any questions regarding this form, please contact the County Benefits team at (805) 654-2570.

# Training & Development



## Workplace Security Refresher

Online Course

Now Available!

COUNTY OF VENTURA CALIFORNIA  
Workplace Security

### To Sign Up for Target Solutions:

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

Provide the following information:

- First & Last Name
- Email Address
- Employee ID#
- Agency
- Job Title

For your convenience the Workplace Security Refresher online course is now available on **Target Solutions**.

This mandatory training is designed to help you provide leadership for a safe workplace. You are required to complete this training every 2 years. The training requires 1.5 hours of uninterrupted time.

Start the New Year right and get caught up with Workplace Security Refresher!



## Training & Development Winter/Spring 2018

### Discrimination Prevention Refresher

(required every 2 years)

January 19 ..... 9:00-11:00am

February 1 ..... 8:30-10:30am

April 12 ..... 2:00-4:00pm

### Workplace Security Refresher (on-ground)

(required every 2 years)

January 29 ..... 1:30-4:30pm

February 8 ..... 8:30-11:30am

March 29 ..... 8:30-11:30am

### De-Escalation Training

March 13 ..... 8:30-11:30am

All classes in Lower Plaza Assembly Room, HOA - Government Center, Ventura

Training & Development has a full array of classes offered in their [Winter/Spring 2018 catalog](#). Contact [Training.Administration@ventura.org](mailto:Training.Administration@ventura.org) to sign up.



## AND INCLUSION

The **Diversity and Inclusion Task Force** is comprised of a diverse and representative group of leaders across our Agencies and a community liaison member. This eleven member task force seeks to enhance and strengthen systems, programs and learning in the County of Ventura to ensure that we have the best practices in Diversity and Inclusion. The Task Force is currently planning methods to maximize working effectively and leveraging differences with all team members, customers and with the community.

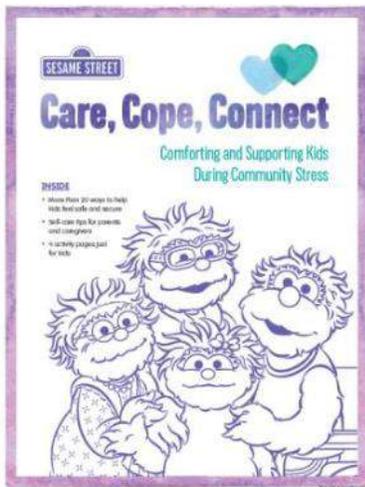
You are invited to visit the [Diversity and Inclusion Task Force](#) website on MyVC Web to learn more about what this inspired group is working on. Your input is greatly needed! Please share your ideas on efforts to improve our diversity and inclusion efforts. Any workforce member wanting to share ideas is able to complete an [Idea Form](#) on the website and submit it to the Task Force for consideration.



# Managing your Emotional Wellness after the Thomas Fire

There is no denying that it was a rough ending to a very trying year. The tragedy that our community experienced has taken an emotional toll and the ongoing effects will linger. The **Employee Assistance Program (EAP)** has an online packet of resources that specifically addresses the emotional issues you and your family may be facing. Articles in the packet address issues around helping children cope after a disaster, stress-relieving practices, and family exercises to help with sleep issues, healing and recovery.

**Care, Cope, Connect** is a booklet designed for children and families in California who are dealing with heightened community stress. This resource, created by Sesame Street in Communities in collaboration with the First 5 Association of California, helps parents cope with stress and provide safety and security for their children. To receive a *Care, Cope, Connect* booklet, please contact the WorkLife Program: [worklife@ventura.org](mailto:worklife@ventura.org). Request the quantity that you need and provide a brown mail address. Each booklet is bilingual English/Spanish. Feel free to request multiple copies to share with family and friends.



# AVAILABLE NOW



In partnership with Ventura County Library, the Employee Assistance Program (EAP) provides digital support through eBooks.

It's convenient! It's free!

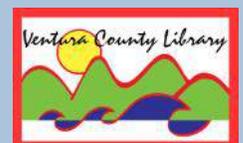
To see what is available, click [here](#) or follow one of the links below.



[EAP eBooks](#)



[EAP Website](#)



[VC Library Website](#)

# Act Now!

## DEFERRED COMPENSATION

401(K) Shared Savings  
& Section 457 Plans



### Act Now To Boost Your Workplace Savings

With increasing life expectancy and rising daily expenses it is important to start thinking about your future retirement now. To maintain a similar or comfortable lifestyle in retirement it is important to think about your retirement savings goals and begin contributing to your workplace 401(k) Shared Savings and/or Section 457 Plans or consider increasing the amount you are currently contributing. Creating a savings plan that includes routine contribution increases can ultimately help you reach your retirement savings goal in the future. You can even set these routine increases to occur automatically. Take one simple step today to

increase your contribution rate, and then have it continue to increase automatically by enrolling in the Annual Increase Program available through Fidelity. All you have to do is pick an amount and date of your increase - it's that simple.

Even a small increase can help you reach your goals! Choose an annual increase of 1% or 2% per year. You can change your selection at any time. It's your choice!

Log on to: [Fidelity NetBenefits](#) or call **800-343-0860**.

Sign up today!



### Take Care of the People Who Matter Most

How long has it been since you have thought about your beneficiaries? Well, we encourage you to think about them now. With the online beneficiary service, available through Fidelity NetBenefits, managing your beneficiaries is



a straightforward, convenient process that takes just minutes. Perhaps you never designated your beneficiaries. Perhaps you have had a life-changing event – marriage, domestic partnership, divorce, birth of a child, or a death in the family. Whatever the case - **even if you previously designated your beneficiaries and haven't had a life-changing event** - we urge you to designate them online. Once you do, you will be able to review and change them anytime, from virtually anywhere.

To use this service, log on to [Fidelity NetBenefits](#) and select "Beneficiaries" in the "Your Profile" section. You can then designate your beneficiaries for your 401(k) and/or 457 Plan accounts and receive instant online confirmation. If you have both a 401(k) and a 457 Plan account, you will need to designate beneficiaries for each Plan. Take the time to make sure your wishes are followed in the event of your death, and designate your beneficiaries online today.

## 2018 Contribution Limits

Retirement plan contribution limits are set annually by the Internal Revenue Service (IRS). A plan contribution is the amount of money you set aside on a bi-weekly basis for your retirement within the 401(k) and/or 457 plan(s). The contribution limit is the total amount that you are allowed to contribute annually. This limit is for employee contributions only and does not include employer matching contributions. For 2018, the IRS has announced they will be increasing these limits by \$500.00. The 2018 limits are provided in the table.

2018 Maximum Annual Deferral	401(k) Shared Savings Plan	Section 457 Plan
Under Age 50	\$18,500	\$18,500
Age 50 and Over Special Catch-up <i>(If you're at least 50 or will turn 50 in 2018)</i>	\$24,500	\$24,500
Section 457 Plan Special Catch-up <i>(You must have prior years of unused deferrals and meet certain age and service requirements.)</i>		\$37,000

To change your contributions call Fidelity at 800.343.0860 or log on to [Fidelity NetBenefits](#). Remember, there's a waiting period for any changes to your 457 contribution. Contact the Deferred Compensation Program at 805.654.2620 or [deferred.compensation@ventura.org](mailto:deferred.compensation@ventura.org) for more information.

# Reso•lu•tion,

reza'looSH(ə)n/

## noun

**1. a firm decision to do or not to do something.**

### synonyms:

**intention, resolve, decision, intent, aim, plan; commitment, pledge, promise**

*in 2018*

BE RESOLVED to:

Move More - Yoga Stretch & Relax, Zumba, Beginner's Boot Camp, Intro to Pilates, 20-Minute Workout, Couch to 5k, Resistance Band Workout

Eat Well - Healthy Meals in Minutes, Simple Recipes to Manage Blood Pressure, Great Grilling

REGISTER FOR ANY  
OR ALL OF THESE  
WELLNESS OFFERINGS

[www.ventura.org/registervcwell](http://www.ventura.org/registervcwell)

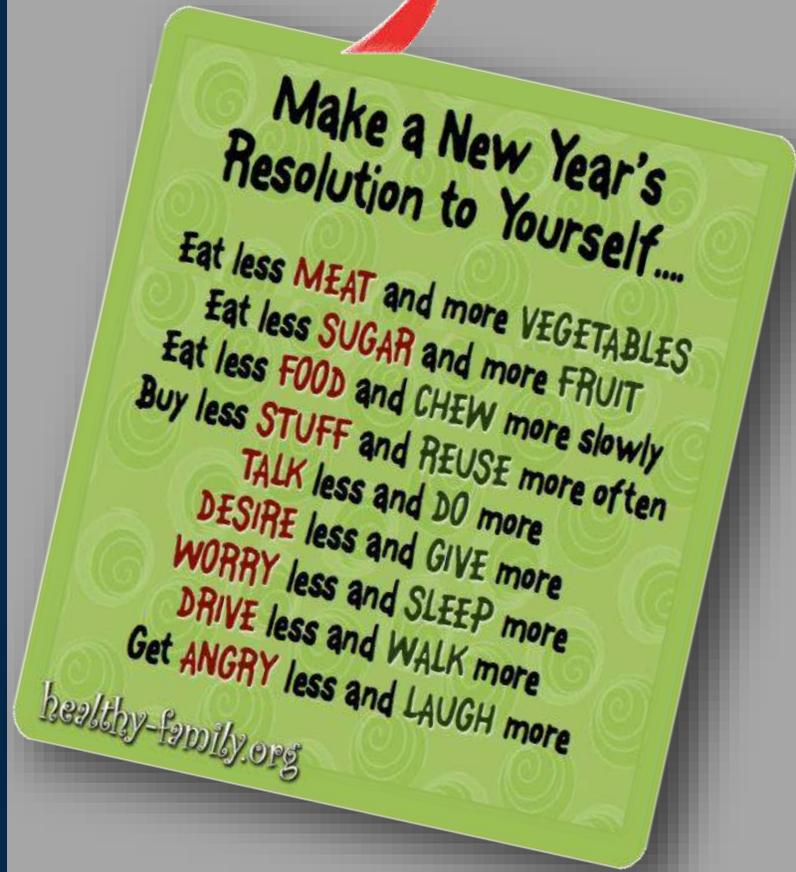
MAKE  
IT  
STICK:

Make Your Wellness Profile Appointment Online @ [www.ventura.org/registervcwell](http://www.ventura.org/registervcwell)

Appointments are in the morning between 8 a.m. and 10:30 am and take approximately 30 minutes.



\*Get your Wellness Profile from Jan through June 2018, and Energize your fitness wardrobe with this custom-screen-printed visor!



**Start Small** Make resolutions that you think you can keep. If you would like to eat healthier, try replacing dessert with something else you enjoy, like fruit or yogurt, instead of seeing your diet as a form of punishment.

### Change One Behavior at a Time

Unhealthy behaviors develop over the course of time. Don't get overwhelmed and think that you have to reassess everything in your life. Instead, work toward changing one thing at a time.

**Talk About It** Share your experiences with family and friends. Consider joining a support group to reach your goals, such as a gym workout class or a group of co-workers quitting smoking.

**Don't Beat Yourself Up** Perfection is unattainable. Don't give up completely because you ate a brownie and broke your diet, or skipped the gym for a week because you were busy. Everyone has ups and downs; resolve to recover from your mistakes and get back on track.

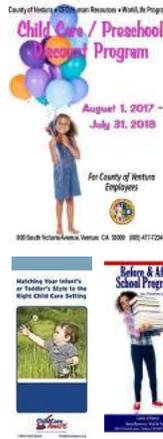
**Ask For Support** Accepting help from those who care about you and will listen, strengthens your resilience and ability.

<http://www.apa.org/helpcenter/resolution.aspx>



## Resources Available from WorkLife!

### Child Care



### Elder Care



### Lactation Accommodation



[Click here for WorkLife resources.](#)



## Thinking About Buying a Home?

### Attend the Path to Home Ownership 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 to be a more informed buyer. To register go to:

<http://www.coastalhousing.org/>

**January 30 & March 6, 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?

Caring for an elderly or sick relative can be stressful whether your loved one lives with you, across town or is out of state. 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.



**January 31, February 28, March 28**

**Noon - 1:00 pm**

**Government Center - Hall of Administration,  
\*Caribbean Conference Room (Main Plaza Level)**



**W**hy does time seem to speed by faster the older we get? Life can seem overwhelming at times. According to Mayo-Clinic.com, living a simplified life reduces stress, brings balance and increases life satisfaction. When we simplify, we are better able to slow down and enjoy each moment as opposed to rushing through it. Maybe 2018 is the year for you to streamline and simplify your life! However, getting to simplicity isn't always a simple process. It's a journey, not a destination and every journey begins with a first step, so here are some ideas to take that first step now!

1. Figure out what you value the most. What 4-5 things do you most want to do in your life? Simplifying starts with these priorities.
2. Reduce or eliminate commitments that you do out of obligation.
3. Create a weekly meal plan.
4. Go to bed early.
5. Process email only twice a day.
6. Purge and declutter before organizing.
7. Automate your finances.
8. Keep your paper shredder on top of your recycling bin.
9. Make tomorrow's lunch the night before.
10. Just say no.
11. Unsubscribe from emails or newsletters that don't provide value anymore.
12. Reduce the amount of TV you watch.
13. Ask for experiences, not things, for your birthday.
14. Consolidate debt.
15. Create morning, daytime and evening routines.
16. Finish old tasks before taking on new ones.
17. For every new item that enters your home, set two free.
18. Revisit what you carry with you in your purse or wallet.
19. Focus on one thing at a time.
20. Store new trash bags at the bottom of your trash cans.