



# Employee Newsletter

## From the County Manager

With the auditors reviewing our financial records, we are reminded of the importance of good financial practices. We are entrusted with over \$50,000,000 a year, which is to be wisely spent and well accounted for. You personally may have control of hundreds or thousands (and even millions in some cases) of dollars that flow in and out of your programs and departments. If you follow our established financial procedures, you can make sure that money is used properly and well documented. In order for our entire financial system to work adequately, each and every part (that mean you) has to follow the rules and work correctly.

Just as important as our financial procedures are to the fiscal management of the overall county government, they are important to you as an individual employee. When you don't follow them, you open yourself up to problems to say the least. There have been reports in other counties of employees who did not follow proper procedure, and are facing stiff penalties such as criminal prosecution. They did not intentionally try to defraud the county or steal money, but they did not follow financial procedures. Those procedures are just as much a protection to you as they are to the County.



Every employee should have a copy of the financial procedures. If you need a copy, get one from your department head. If you have any questions, or need any help, start with your department head who should be knowledgeable of the procedures. If any additional

## Featured Department - County Manager

Our County Manager, Lorenzo Carmon, has a job equally as challenging, and arguably much more important than the CEO of any Fortune 500 Company. He manages a budget of over \$50,000,000 and directs over 400 employees in 17 departments. He has to orchestrate that money and those employees to provide services to over 56,000 citizens.

Mr. Carmon stands out when compared with CEO's of "Big Business" because he knows a lot about all of the departments and programs within those departments. As he goes before the 7-

member board of commissioners each and every month, he has taken it upon himself to be well versed on every subject that comes before the board. If you have seen even one commissioners' agenda, you know what a challenge that is.

Also consider that most citizens who have a complaint, want to speak to the person in charge and will settle for no one other than him. So in the midst of responding to complaints, he also has to respond to the media, see department heads and citizens who often form a line at his door, and coordinate with other local,

state, and federal officials.

To help him fulfill his duties, Mr. Carmon has 3 employees that report directly to him. Frangie Mungo is his Administrative Assistant, but handles many functions beyond that position. Carolyn Hedgepeth is the Human Resources Director and Clerk to the Board. Eric Evans is the Community Development Administrator, and also handles special projects for the manager.

We would like to say thanks for the leadership, dedication and hard work given by our "CEO", Lorenzo Carmon.

### Dates to remember:

- Commissioners' Meeting Oct. 2nd 7:00 PM
- CPR & First Aid training: Oct 25th. Call Emergency Services at 641-7887 to register.

### Safety Tip For the Month School Is In Session

Remind children of all ages whenever walking, riding or driving a vehicle to always look both ways for oncoming traffic before turning or crossing the street.

By: Angela Davis  
Safety Committee

### Brain Teaser

Two American coins add up to thirty cents, but one of them is not a nickel. What coins are they?

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You throw away my outside and cook my inside. Then you eat my outside and throw away my inside. What am I?

Go to our website for the answer

### Lunch n' Learn Series

Oct 10th W

Worker's Compensation

Oct. 18th

Identity Theft

Oct. 26th

Succession Planning

Sponsored By

the Chamber and ECC.

Call 973-1211 for Info.

# Cleaning Up Your Credit

Most people know that they have a credit score, but few find out their's is *bad*, or low, until they are in the process of trying to get a loan. Here are some tips on cleaning up your credit, or keeping good credit from going *bad*.

- Know what your credit score is before you apply for a loan. You can easily get a copy of your credit report from a number of sources. So as not to endorse one over another, I'll leave it to you to find one on your web search.
- Correct any inaccurate items. You may be surprised to find some things that

are not yours at all, or have been taken care of but not yet reported by the credit reporting agencies. Any errors should be reported to reporting company immediately.

- Limit how often you apply for new credit. Every time you apply, even if you are turned down, a report is pulled by the lender, and it effects your score.
- Close accounts you don't use. Many people keep several department store cards they never use. The more open accounts you have, the lower your score.

- Even if you are having a hard time paying your debts, don't ignore the calls and letters. Work out a plan. Debt collectors will take something over nothing any day.
- And finally, ...and this is the newest and latest trick to improving your credit score that has come from years of tested common sense...don't spend more than you make, and **PAY YOUR BILLS ON TIME!!**



## Thought That You Should Know...

**Martha Eason (Health Department) and Regina Rogers (DSS) are requesting shared leave. If you would like to donate leave, call Carolyn Hedgepeth, Human Resources at 641-7832**

**If you know of a senior citizen in the county who could use a fan or a/c unit, call Jenny Sessoms in the Office on Aging at 641-5831.**

**provided life insurance coverage which covers all full-time permanent employees and any optional group term coverage you currently elect. New certificate booklets will be distributed to each of you in the next week. These certificates are your policies of coverage so please place these booklets in a secure place. Any questions concerning this change may be directed to Carolyn Hedgepeth, H. R. Manager at 252-641-7832.**

**The County is considering entering a corporate sponsorship for Rocky Mount Family YMCA membership for county employees. We need to know how many of you would be interested in joining. Contact Carolyn Hedgepeth at 641-7832 or carolynh@co.edgecombe.nc.us to let her know if you are interested.**

**Edgecombe County Cooperative Extension is having it Annual Farm City Breakfast December 6th at &7:30 AM. A great time to celebrate our farmers and the contribution of agriculture to our economy and fabric of our community.**

**Due to a proposed price increase from the group term life insurance carrier "Jefferson Pilot" we have, effective September 1, 2006 switched to MetLife to provide the County**



**Congratulations to Allen Poyner in the Tax Assessor's Office. Allen is the proud new father of 6#, 9oz baby boy, Ewan Poyner. He was born on Labor Day!**

### Quote of the Month

"A lie gets halfway around the world before the truth has a chance to get its pants on."

*Sir Winston Churchill*

Tar River

## The Email To-Don't List

(adapted from Men's Health Magazine, October 2006)

Before hitting send on you next email, check for these common email violations: **1.** Its great to be nice, but don't waste your time, or the recipient's time with sending a "thank you" to every email you get **2.** Don't *CC* people unless its absolutely necessary. Sometimes it's a courtesy to not clog up some one's in-box if possible. **3.** Email is a useful tool for communication, but don't hide behind it. Use the phone as much as practical **4.** Limit the amount of comedy and sarcasm in your emails. Its real easy to be misunderstood, and people start giving you the "what-the-heck-did-you-mean-by-that" look when they see you in the hall **5.** Don't play politics with your emails by forwarding messages and copying unintended recipients. Emails are like boomerangs and have a way of coming back at you (but usually while you are not looking) **6.** In most businesses, the language of choice is still English. Don't use all of those techy-type jargon and abbreviations. Not everyone spends their free time instant messaging and learning that modern form of Egyptian Hieroglyphics...LOL :-)

