



Gibsonville North Carolina



December 2014 Quarterly Newsletter

Message from Town Manager, Ben Baxley

2014 has been a very busy year for the Town of Gibsonville and its employees. The Town's employees have worked extremely hard this year to provide excellent municipal services to its residents, business owners, and internal customers (other Town employees). The Town's employees are our organization's greatest asset and I appreciate the dedicated folks that we have on staff. Without our Town employees, nothing would get done and the Town could not function as it should. I would like to wish all Town employees a very Merry Christmas and Happy New Year and I look forward to what the Town employees will accomplish in 2015!



Christmas Luncheon

The Town's Christmas Luncheon was held on December 23rd at the Gibsonville Fire Dept. Thank you to Laurie Yarbrough for making the arrangements for a delicious luncheon and to our Fire Dept. for hosting our employees with food and fun!



Gibsonville Christmas Parade



Merry Christmas from Parks and Recreation, From selecting our Grand Marshal, Congressman Howard Coble, to making sure the Santa suit is dry cleaned, there is a lot behind the scenes in preparation for our annual Christmas parade. We begin advertising in early October. Online and paper registrations are then made available to the public. A database is maintained of everyone who signs up for the pa-

rade to see how many and what type of entries to expect. This year we had 120 entries with an estimated total of 900+ people participating in our parade. We also sell advertis-

ing spots on floats to our local merchants. A lengthy checklist is followed each year to ensure nothing is left out; we constantly update this list to make sure the next parade will be even better than the last. It takes many hands to make the parade go smoothly...our maintenance staff not only clears leaves along the parade route they also help during the parade by

collecting toy and food donations, Guilford County staff also lent a hand this year, as well as a local radio club. Gibsonville and Elon police block off the parade route prior to the start time and Public Works staff assists with putting up barricades and detour signs as well as cleaning up after the parade. Thanks to all departments who helped, the parade is a success because of everyone working together.



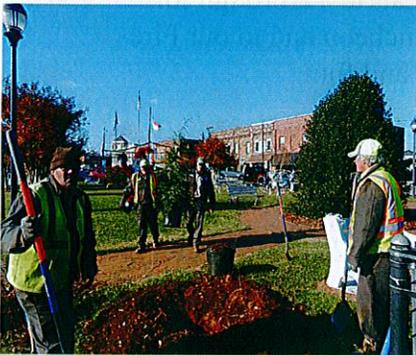
## Gibsonville Library reading programs performs at the Senior Center

On Thursday December 12, 2014 the Gibsonville Library staff, parents and the children enrolled in the story time and home school classes put on a holiday show for the Residents of the Gibsonville Senior Center. The children sang several songs and played a couple of songs using various instruments for the residents. Ms. Kathy read a book and then introduced Mrs. Claus who also read a book to the children and residents and then introduced Santa Claus. Each child had the opportunity to sit on Santa's lap and tell him what

they wanted for Christmas and he and Mrs. Claus gave them each a small gift. Photo opportunities were made available. The children provided each resident of the retirement community, who was in attendance, a gift stocking. This provided an opportunity for the children to learn to give as well as to receive and an opportunity to interact with others of a different generation. The staff at the Library would like to thank Heidi McBride and Mike Dupree for their assistance in helping to set this program up.



## Gibsonville Revitalization Program



Public Works personnel planting a tree on the Town Greens

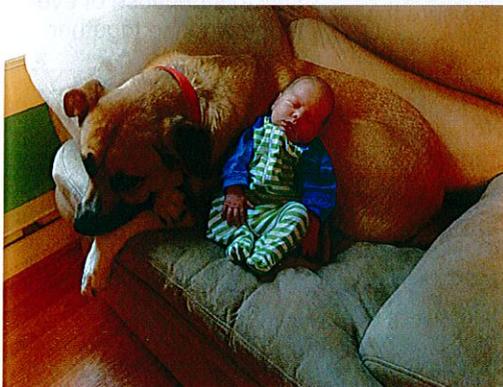
The Town is in the process of beautifying its downtown with trees. The Town received 12 trees from the New Leaf Society to plant in high traffic areas. Town personnel planted six trees (Red Maples and Deodor Cedars) on the Town Greens and two Deodor Cedar trees beside the caboose. Four Chinese Pistache trees will be planted in planters and placed along Main Street. Additionally, the Town purchased four large Chinese Pistache trees and planted them along the sidewalk on Main Street.



Landscaping contractors planting a tree on Main Street

## Jesse Nikitin welcomes a Son and Caleb Jordan welcomes a Daughter

Firefighter, **Jesse Nikitin** and his wife Sarah were blessed with a baby boy, Levi Paul, who was born on October 17, 2014 at 1:15pm. Little Levi was 9lbs 3oz and 22 inches long. Congratulations to the Nikitin family!



Police Officer, **Caleb Jordan** and his wife Amanda received an early Christmas present on December 4, 2014, when they welcomed Emily Lynn Jordan, 5lbs. 8oz into their family. Congratulations to the Jordans!



## Gibsonville Police Dept. "Shop with a Cop"



On December 4, 2014 Gibsonville Patrol Officer Kevin Graves and Sgt. Chuck Hudson participated in the first annual Shop with a Cop program. Recipients of

the program are chosen based on their grades, classroom participation and good citizenship. With the help of the Gibsonville Elementary School personnel, Jordan and Jalil 5<sup>th</sup> grade twin brothers were recipients of \$75 Wal Mart gift cards provided by the Gibsonville Merchant's Association to spend on whatever they desire. Congratulations to these deserving students,

Gibsonville Merchant's Association and to Gibsonville Police Dept. for their presence in our community and especially with the youth of Gibsonville.



## Lt. AJ Inman Receives Award during Red Ribbon Month

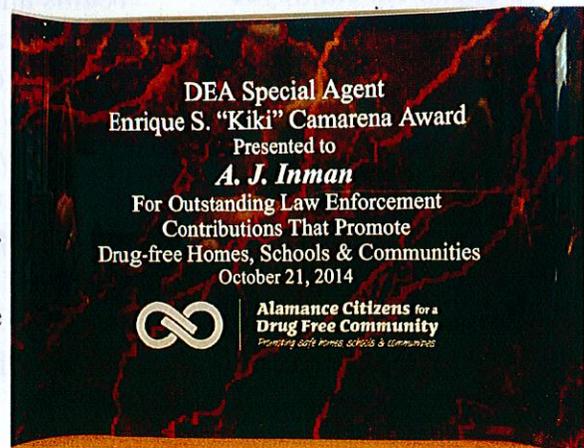


Red Ribbon month is a time when people wear red ribbons to commemorate DEA Agent Enrique Camarena. "KiKi" was an 11 year veteran agent of the DEA, who was kidnapped, brutally tortured and then murdered in Mexico in 1985. His ultimate sacrifice is remembered during October with Red Ribbon month. Traditionally, people wear red ribbons to visibly take a stand that they are opposed to illicit drug use and commemorate all of those who have been tragically affected by the re-

sults of drug use and abuse. Each year during this time awards are presented to members of law enforcement who exemplify the qualities and principles for which Agent Camarena gave his life.

Recipients of the award are involved in their communities in efforts to make them drug free and have the support of their agency and the respect of their communities. Gibsonville Lt. A.J. Inman was presented with the DEA Special Agent "KiKi" Camarena Award this year on

October 21, 2014, for his outstanding law enforcement contributions that promote drug free homes, schools, and communities. Congratulations AJ for this prestigious recognition!



## Pay & Classification Study



Management and Personnel Services Group  
Providing Human Resources Services to the Public and  
Non-Profit Sectors in North Carolina Since 1983

The Town of Gibsonville has contracted with the NCLM and the MAPS Group to conduct a comprehensive pay & classification study. The objectives of this study are to evaluate all regular full time positions to determine if the Town's salaries, benefits and wages are competitive within the applicable job market, to update class specifications for each position, to prepare a pay plan and determine exempt and non exempt status. Project Manager, Becky Veazey,

of the MAPS Group will be reviewing and making recommendations concerning the effectiveness of the Town's overall compensation system including compression issues. If employees have not already done so, they will be asked to complete a Position Classification document which will provide information on their position. Please be thorough and accurate when completing your forms. MAPS will be conducting onsite meetings

for all employees January 15, 2014 at 1:30pm at Town Hall.



## Annual Performance Appraisals

December is the time for Gibsonville's annual performance appraisals. The purposes for the annual performance appraisal include:

- To encourage open communication between the supervisor and staff member
- To document employee growth and development needs as well as achievements
- To support decisions related to staffing, compensation and training

The annual appraisal is designed to serve as a tool for increasing productivity, communicating expectations, es-

tablishing goals for the coming year, and reporting the employee's success in meeting the past year's performance expectations. Performance appraisals should actually be a continuous, year round process of exchanging information between the supervisor and employee that begins and ends with the formal annual performance appraisal meeting. Motivated, productive employees know what they are supposed to do and how well they are doing it. They participate in planning how their work will be accomplished and have open, honest rapport with their supervisor. Supervisors are

strongly encouraged to make the annual review meetings participative and collaborative!



## New Employees at the Town of Gibsonville

Welcome to our new Library Assistants Josie Cordova and Diane Dade. We'd also like to extend a welcome aboard to Public Works Tech. Eric Akers.



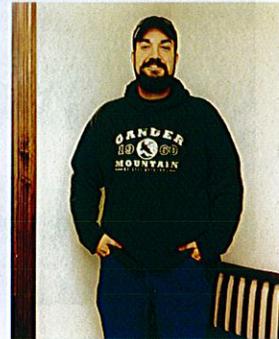
**Josie Cordova** is a mother of three sons; Luke, Levi and Logan and is married to Jeremy Cordova. Josie brings with her event planning, administrative skills and parental

insight associated with working with and raising school aged children and the programs and activities in relation to this age group. We are very happy to have Josie on board at the Library.



**Diane Dade** is retired from the USPS and she is a former Community College administrative assistant. She brings administrative and managerial skills associated with teen

and adult education and work programs. We are very happy to have Diane on board at the Library.



**Eric Akers** and his wife recently relocated to Gibsonville from Farmington, WV, where Eric worked with heavy equipment, welding and as a driver/operator with his Class B CDL. They will be welcoming a new baby soon.

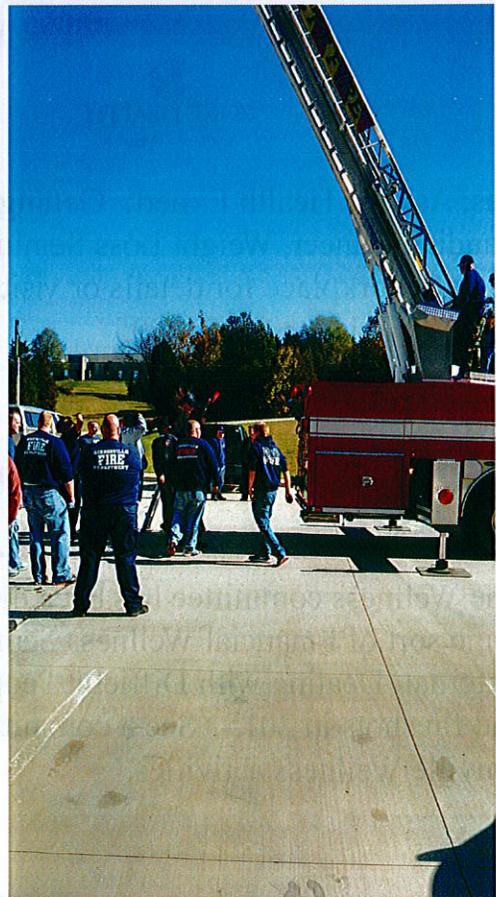
Congratulations to them and welcome aboard to Eric.

## Gibsonville Firefighters Earn Certification as Driver/Operators

Several of Gibsonville's Firefighters have attended a series of classes to become certified as Driver Operators. Upon successful completion of the course, participants will be able to operate the Fire department's pumper during emergency situations covering such activities as relay pumping, drafting, foam operations, apparatus maintenance, and driving. They are also completing certification in the use of Aerial Apparatus including ladders, ladder platforms, articulation elevating platforms, telescoping elevating platforms and water towers.

Gibsonville Fire Department has opened this training opportunity to members of other departments: Mt. Hope, Greensboro, Elon, Whitsett, and EM Holt have attended.

Jesse Nikitin, Tony Roof, Jeff Davenport, Josh Warren, Clarkie McVey, Robert Warren, Eric Apple and Jeff Farris have completed their training. The Town appreciates your continued dedication and hard work!



## Gibsonville Managers receive “Conducting Effective Performance Appraisals” Training

Todd Campbell of CAI’s Learning & Development Team was at Town of Gibsonville on November 14, 2014 to present a half day workshop designed for all managers, which will equip them with skills to give town employees meaningful feedback



that will impact their productivity. This is just in time for the Town’s Annual Performance Appraisal process in December. Thanks to the Fire Department for the use of their training room.



learning + DEVELOPMENT

## ARMC Cone Health January 2015 Community Events & Programs



There are several classes and workshops available to our employees and members of the community coming up in January.

They are QuitSmart: Free Four-Class Series; Ask the Health Expert: Getting Healthy in the New Year, Prediabetes Class, Understanding Cancer, Weight Loss Seminar, and Bariatric Support Group. See the bulletin board at your workplace for details or visit the website at: <http://www.mynewsletterbuilder.com/email/newsletter/1412229957>



## Wellness Committee Update

The Wellness committee has been discussing 2015 plans. Upcoming events will include some sort of Financial Wellness Seminar and a workshop on Customer Service Internal and External/ Dealing with Difficult People. Plans are to continue the free annual blood work and flu shots in 2015. See a committee member if you have topics or ideas for Town of Gibsonville Wellness activities.

## Time to turn in your Healthy Lifestyle Reimbursement Logs



January is the time to turn your monthly Healthy Living Reimbursement participation records in to Nurse Debra in order to be reimbursed for your Wellness Activity for the 4<sup>th</sup> quarter 2014. Even if you have not completed the activity for a full three months, you can get credit for the months in which you did have participation in your chosen wellness activity. See Nurse Debra or May Hill if you need a new log for next quarter.

## BCBS Healthy Outcomes Program



BlueCross BlueShield  
of North Carolina

The deadline for achieving 125 points in the Healthy Outcomes program is December 31, 2014. Many of our employees have already reached their goal. The Town receives a credit on our subsequent renewal for each plan year with high levels of participa-

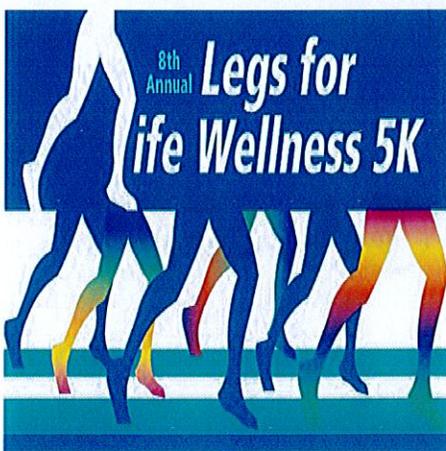
tion. Your participation **MATTERS!** The credit received from your participation in Healthy Outcomes goes towards the budget which provides employees' BCBS medical coverage. We have been very fortunate to have a great group of motivated employees, which

has allowed the Town to continue to offer a high level of Medical Insurance coverage. If you need help with getting on the BCBS site please see Nurse Debra or May Hill.

HealthyOutcomes  
wellness

# Take charge of your health

## Couch to 5K



Congratulations to **May Hill** and **Debra Ross** who completed the 8 week Legs for Life Wellness training program and participated in the Couch to 5K Walk/Run at ARMC on October 11, 2014. Way to go girls!



## Individual Nutrition Sessions

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Lori Ragsdale RD, LDN a registered and licensed Dietician/Nutritionist was at Town Hall on December 2, 2014 and completed 6 more Nutrition visits with employees. A nutritious diet is one way to focus on a healthy lifestyle and our BCBS coverage allows six free visits a year. Take advantage of this

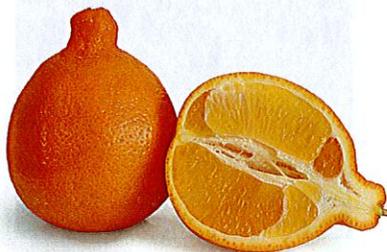
wonderful opportunity to discuss how to eat to accommodate any health issues you may have. Diabetes, high cholesterol and high blood pressure, as well as being overweight are all issues that could benefit from nutrition counseling.



## Fruit Day

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Fruit Day continues to be enjoyed by all our employees. The Town supported Clover Garden School's band by purchasing Tangelos for our December fruit day. Nutritious and delicious! Please see May Hill or Debra Ross if you have a suggestion for an upcoming fruit day.



## Health & Safety Manual to Roll out in January

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Kevin Madsen of Envirosafe was onsite December 9, 2014 to finalize the Town's updated Safety Manual and the Training Matrix for release in January. All the effected personnel have been fit tested for proper safety devices and masks and the preliminary tests have been performed on Town equipment to test sound levels. This year the Town has had an outstanding record of safety with no recordable incidents on our OSHA logs. Keep up the good work!

enviroSAFE

# Active Shooter Training

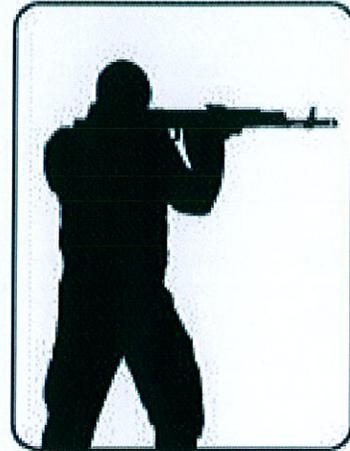
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Members of Gibsonville Fire Dept (**Ryan Shepherd & Craig Wyrick**) and Police Dept. (**Travis Sykes**) attended GTCC's Criminal Justice Joint Public Safety

Response to Active Shooter Events training on October 16, 2014. The lecture, which was presented by Threat Suppression Inc., discussed priorities for Police, Fire and EMS personnel, as well as the need for an integrated response during an Active Shooter event. Curriculum on protocol, which was developed from 40 large multi-agency active shooter exercises and uti-

lized by the Department of Homeland Security, was presented.



# SAFETY AWARDS

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The **Fire Department** has been selected "**Safety Department of the Year**" for 2014. The fire department employees have shown great detail and dedication for safety throughout the year. Their safety mindset has been observed through training, personal interest, and various conversations during the year.



**Heidi McBride**, Programs Coordinator for the Parks and Recreation Department, has been selected "Safety Employee of the Year" for 2014. Heidi has shown her dedication to safety by working tirelessly on making sure that the MSDS sheets have been updated for the Library, parks and recreation maintenance shop, Parks and Recreation office, and the Senior Center. Heidi has assisted in the purchasing of the PPE for the parks and recreation department and completed a variety other safety activities.



**Chad Coble**, Finance Officer, has been selected "Safety Employee of the Quarter" for the Fourth Quarter of 2014. Chad has demonstrated his commitment to safety by attending safety meetings regularly, conducting safety audits, being involved in safety process by identifying safety concerns, and assisting to correct safety issues.



**Jimmy Wilson**, Public Works Technician for the Streets Department, has been selected "Safety Employee of the Quarter" for the Fourth Quarter of 2014. Jimmy has shown his commitment to safety by using the correct PPE for the job, watching out for other employees while working in high and low volume traffic areas, and letting his supervisor know when vehicles or equipment have or may have safety issues.

