

Bexar County Connection

News, events, and information for Bexar County employees

Bexar County Employee Clinic Coming Soon

Bexar County’s Employee Health and Wellness Clinic will provide pre-employment physicals, seasonal immunizations, same-day appointments for illness and minor acute care for injuries. Preventative services will include screenings for blood glucose, cholesterol, blood pressure and more. Employees also will have access to wellness education programs and tools that will count toward their participation in several wellness initiatives. The cost to employees will be a \$5 co-pay. A physician will be on site regularly, and there will be clinic staff available from 7:00 a.m. to 4:00 p.m. each weekday.



Full-time County employees will have access to this centrally located medical clinic specializing in preventive care and overall wellness. Commissioners Court recently approved a lease for the clinic two blocks south of the Courthouse. The address will be 459 South Main, near H.B.'s Deli. The Court also approved an interlocal agreement with University Health System, the County’s public health system, to provide medical staffing and services.

See “Clinic” continued on page 4

Benefits Spotlight: HRAdvance & Dependent Eligibility Verification

By now, many employees have received letters from *HRAdvance* referencing the eligibility of their covered dependents. Only employees with dependent coverage will receive correspondence from *HRAdvance* during this “Dependent Eligibility Verification” period also known as an “audit”. If you have any questions related to this process, please contact *HRAdvance* at 1-800-725-5810 or by e-mail at questions@plan-smart.com.

It is important all employees respond and submit appropriate documentation based on the correspondence from *HRAdvance*. All information submitted is considered confidential and will not be shared with anyone at Bexar County. All documents submitted will also be destroyed after verification. Please DO NOT submit original documents as they can not be returned.

See “Benefits” continued on page 3

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Memorial Day Holiday

Monday, May 25, 2009



Bexar County Connection is produced monthly by Bexar County Human Resources.

Send us your news and events information via e-mail at CountyConnection@bexar.org or via fax at (210) 335-2857.





HealthWorks

Get Motivated. Get Going. Get Healthy.

Want to earn more miles?

Get to your next level faster by:

- Log your exercise into the activity journal (**10 bonus miles/entry**)
- Visit the HealthZone to take your blood pressure, weight and body fat counts (**up to 500 bonus miles once monthly**)
- Sign the “Smoke Free Agreement” (**500 bonus miles annually**)
- Take your Health Snapshot (**1000 bonus miles annually**)
- Log on to your LifeZone (**10 bonus miles twice weekly**)



See what’s new in wellness

Visit the new Bexar County Wellness Webpage at: <http://intra/PRM/Healthworks.html> for current events and information on wellness initiatives

May is National High Blood Pressure Education Month!

Did you know High Blood Pressure affects 1 in 3 adults in the United States? Ideal range for blood pressure is 120/80 or below. Higher numbers put you at greater risk for health problems.

Healthy habits, such as following a healthy eating plan, doing enough physical activity, maintaining a healthy weight, and managing stress can help you maintain ideal levels of blood pressure.

Test yourself frequently and encourage those you know to get themselves tested for high blood pressure.

To learn more, visit www.nhlbi.nih.gov/health/dci/Diseases/Hbp/HBP_WhatIs.html

Ready to Quit Using Tobacco?

In partnership with the American Cancer Society, Bexar County now has available to ALL employees *and their spouses* a dedicated tobacco cessation “Quitline”.



There is no charge to participate and some nicotine replacement therapy is covered in this program.

Treatment will be covered 100% for any employee or spouse who utilizes the program. To access this FREE, CONFIDENTIAL service, call 1-877-597-QUIT or 1-877-597-7848.

Please contact wellness@bexar.org with questions regarding this program.

In a Morning Rush?

Try this recipe for a quick, nutritional breakfast:
Banana-Walnut Oatmeal



You will need:

- | | |
|-------------------------|--------------------------|
| 1 cup low fat milk | 1 cup water |
| pinch of salt | 1 cup quick cooking oats |
| 1 ripe banana, mashed | 1 Tbsp. maple syrup |
| 1 Tbsp. chopped walnuts | |

Directions:

1. Combine milk, water and salt in a medium pan and heat until almost boiling.
2. Add oats and cook, stirring until creamy (1-2 minutes).
3. Remove from heat and stir in mashed banana and maple syrup.
4. Divide between 2 bowls, sprinkle with walnuts and enjoy!

Nutritional Analysis:

1 serving = 1 cup
306 calories; 7g fat; 8mg cholesterol; 54g carbohydrate; 11g protein; 6g fiber; 144mg sodium; 392mg potassium

Retrieved from: www.eatingwell.com



"Benefits" continued from page 1

These are a few of the questions we have been asked:

Q: What documents do I need to prove eligibility?

Proof of dependent status may be a two part test: First, you may need to provide proof the relationship initially existed (using legal documents such as state issued marriage license or certificate, state issued birth certificate, adoption papers, affidavit of common law marriage, etc.) and second, proof the relationship still exists (using 2007/08 Federal Tax return, proof of joint ownership such as mortgage statement or credit card statement issued after 11/1/2008). The employee's tax documents are used only to show the relationship and therefore should have dollar amounts blacked out. The type and number of documents may vary depending on the specific circumstances *HRAdvance* will apply reasonable standards of sufficiency to ensure eligibility can be easily verified.

Q: How can I prove my child is dependent on me for support while a student and working?

A student tax return will be required with the actual amount earned for that period.

Q: How can an affidavit of common law marriage be obtained?

A blank form can be obtained at the County Clerk's Office. There is a filing fee for this document. Please contact the County Clerk's Office for this amount.

Q: Will premiums change if a dependent is removed from coverage?

Yes. If a dependent is dropped from coverage due to ineligibility and it causes the employee to be in a different coverage level, the premium will be adjusted accordingly. However, no premiums will be refunded.

Q: I have dependents on the health plan, but did not receive a letter. What should I do?

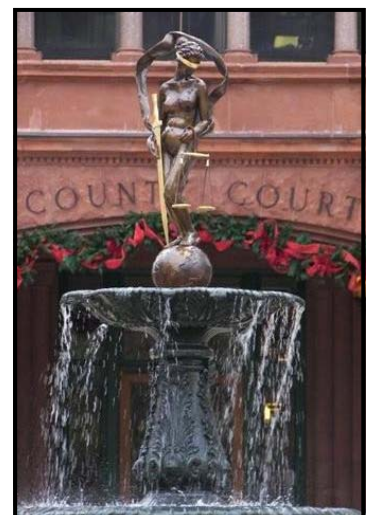
If you are a new employee and became eligible for health benefits after the verification process began, you will not be included in the verification effort. However it is always your responsibility to make sure any dependents you cover on the Medical Plan are eligible. If you have included someone on your Benefits Enrollment Form that is not an eligible dependent, you should submit a Notification of Family Status Change Form (to remove the eligible person) with a letter explaining the error. If you had health coverage prior to the beginning of the verification process, and did not receive the mailing, please contact *HRAdvance* immediately. They can confirm if you should have been included in the verification process and will mail an affidavit to you.

For a complete definition of a dependent, as described in the Summary Plan Documents, please visit the benefits web page on the PRM website at <http://intra/PRM/EmployeeBenefits.html> and select your plan option.

Did you know...

...the Lady Justice Fountain (located on the north plaza of the courthouse) uses recycled, treated condensation water from the Courthouse air conditioning system. During the winter, some water is needed from the SAWS system, but overall the fountain will conserve gallons of water each year. "We designed the restoration so the original historic fountain can be enjoyed by Bexar County's citizens and visitors with minimal to no impact on the region's limited potable water supply," said Betty Bueche, the County's Facilities Division Manager. What a smart design!

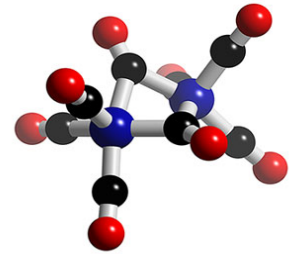
RIGHT: The Lady Justice Fountain





What is your CO₂ contribution?

Climate change has become a major topic in our world today and there is a growing effort to reduce our impact to this earth. In response, Bexar County has set an ambitious goal of becoming carbon-neutral. On January 22, 2008, Commissioners Court approved a carbon-neutral initiative that will help to achieve this goal. Becoming "carbon-neutral" involves calculating your organization's total climate-damaging carbon emissions, reducing them where possible, and balancing the remaining emissions with "green" technologies.



The carbon-neutral initiative, also known as the Greenhouse Gas Emissions Inventory Project involves three phases. Phase I is the measurement of the County's "carbon footprint" by assessing the amount of carbon dioxide emitted into the environment as a direct and indirect result of County operations. This includes County vehicles, County buildings and employee commutes. In Phase II, the County will identify strategies to reduce or offset these emissions. These strategies include: how we design, acquire and maintain County facilities; changes to County operational practices; improving County recycling and energy conservation measures; and transitioning to more renewable sources of energy. Phase III will involve the development and implementation of a detailed action plan and timetable to implement selected strategies.

Phase I of the project is currently underway. The next step involves calculating the impact of employees commute to and from work. A commuter survey will be launched via the County's Intranet this month. A paper survey will also be available for those employees who do not have access to the Intranet. The survey includes three sections: employee information, commute information, and daily commute method. The employee information includes name, employee identification number, department, and building location. The commute information includes home zip code, estimated miles to work, and time employee arrives and leaves. For the daily commute method, the employee would select a commute method or work status.

The information collected from this survey will be used solely for the purpose of this project. We would like to encourage every employee to participate in this survey to answer the question, what is your CO₂ contribution? Please contact Golda Weir, Bexar County Energy Manager at 335-6708 with questions.

"Clinic" continued from page 1

As we continue to search for ways to reduce health care costs, Bexar County joins a growing number of large employers that find onsite employee health centers provide a return on investment through direct savings from reduced medical costs. On-site health clinics also increase productivity and contribute toward a healthier workforce.

A national survey of businesses conducted in 2007 found 21 percent of employers operate onsite clinics. Local employers with onsite health and wellness clinics include the City of San Antonio, USAA, Southwest Research Institute, HEB, Boeing and Toyota.

"This clinic is not just about saving the County money spent on employee medical care," said Commissioner Sergio "Chico" Rodriguez. "It will provide an opportunity for all of our employees to get their health on track and reduce the onset of diseases that can be prevented with simple lifestyle changes and monitoring by a healthcare professional. And employees will no longer have to take time off work to drive to a physician's office for something as simple as receiving an allergy shot or having a prescription written."

The clinic is scheduled to open June 15. It is expected to provide a positive return on the County's investment by the second year. The projected cumulative return on investment is \$800,000 at the end of the third year. "We are pleased to provide this wonderful benefit to employees," said Michelle Stewart, the County's Clinic & Wellness Coordinator. "We encourage our staff to utilize it to meet their health and wellness needs."



Employee Training Calendar - May 2009

Date	Course/Class	Scheduled Time	Location
Friday, May 1	MS Visio 2003 — Level 1	9:00 a.m. — 4:00 p.m.	BCIS Annex
Monday, May 4	PowerPoint XP — Level 2	9:00 a.m. — 4:00 p.m.	BCIS Annex
Tuesday, May 5	MS Outlook 2003 — Level 2	9:00 a.m. — 4:00 p.m.	BCIS Annex
Wednesday, May 6	Sexual Harassment Awareness	9:00 a.m. — 11:30 a.m.	Training Center
Wednesday, May 6	Word XP — Level 2	9:00 a.m. — 4:00 p.m.	BCIS Annex
Thursday, May 7	Access XP — Level 2	9:00 a.m. — 4:00 p.m.	BCIS Annex
Friday, May 8	Excel XP — Level 2	9:00 a.m. — 4:00 p.m.	BCIS Annex
Tuesday, May 12	Creative Leadership Crash Course	9:00 a.m. — 4:00 p.m.	Juvenile Probation Office
Wednesday, May 13	CHRIS System Timekeeping	8:30 a.m. — 12:00 p.m.	Training Center
Thursday, May 14	CHRIS System Personnel Admin.	8:30 a.m. — 12:00 p.m.	Training Center
Thursday, May 14	Education Fair	10:00 a.m. — 2:00 p.m.	Courthouse Tunnel
Monday, May 18	MS Outlook 2003 — Level 1	9:00 a.m. — 4:00 p.m.	BCIS Annex
Tuesday, May 19	Identifying Counterfeit Cash	9:00 a.m. — 11:30 a.m.	Training Center
Tuesday, May 19	Word XP — Level 1	9:00 a.m. — 4:00 p.m.	BCIS Annex
Wednesday, May 20	Access XP — Level 1	9:00 a.m. — 4:00 p.m.	BCIS Annex
Thursday, May 21	Excel XP — Level 1	9:00 a.m. — 4:00 p.m.	BCIS Annex
Thursday, May 21	CHRIS Employee Self Service (ESS)	8:30 a.m. — 9:30 a.m.	Training Center
Thursday, May 21	CHRIS Employee Self Service (ESS)	10:00 a.m. — 11:00 a.m.	Training Center
Thursday, May 21	CHRIS Manager Self Service (MSS)	1:00 p.m. — 2:00 p.m.	Training Center
Thursday, May 21	CHRIS Manager Self Service (MSS)	2:30 p.m. — 3:30 p.m.	Training Center
Friday, May 22	PowerPoint XP — Level 1	9:00 a.m. — 4:00 p.m.	BCIS Annex
Wednesday, May 27	MS Publisher 2003 — Level 1	9:00 a.m. — 4:00 p.m.	BCIS Annex
Thursday, May 28	MS Publisher 2003 — Level 2	9:00 a.m. — 4:00 p.m.	BCIS Annex
Thursday, May 28	Creating Greatness	9:00 a.m. — 4:00 p.m.	Training Center

Course dates and times are valid as of the date of publication and subject to change. All classes are available for County employees. Employees should have their supervisor's permission or the appropriate authority to enroll and attend a class.

Register for Information Technology (Computer) classes at ISTrainingRequest@bexar.org. Please contact Linda Amaro at lamaro@bexar.org or (210) 335-2643 to register for all other training events.



**SERVICE ANNIVERSARIES FOR
MAY 2009**

FIVE YEARS

Community Investment
Community Investment
County Clerk
District Attorney
District Attorney
Infrastructure
Juvenile Detention
Juvenile Detention
Planning & Resource Management
Sheriff's Office
Sheriff's Office
Sheriff's Office
Sheriff's Office
Sheriff's Office
Sheriff's Office
Sheriff's Office
Sheriff's Office
Sheriff's Office
Sheriff's Office
Sheriff's Office
Tax Office

Ryan, Meghan N.
Warren, Jerry W.
Small, Elizabeth T.
Havrda, Charlie J.
Leos, Oscar
Grant, Ray C.
Fernandez, Jaime
Thomas, Rollo B.
Diaz, John H.
Aldana, Andres
Barrientes, Rene R.
Carrion, Tiffany C.
Garriffa, Michelle K.
Gonzales, Ricardo
Hix, Alvin W.
Klaus, Justin R.
MacDougall, Bruce J.
Mendez, Joseph G.
Ochoa, Gina M.
Perez, Maria C.
Scott, Sharon D.
Valdez, Lorry A.
Lopez, Amor H.

TEN YEARS

Auditor's Office
Community Superv & Correction
District Attorney
District Courts—Criminal
Elections
Infrastructure
Juvenile Detention
Juvenile Detention
Juvenile Probation
Planning & Resource Management
Sheriff's Office
Sheriff's Office
Sheriff's Office
Sheriff's Office
Sheriff's Office
Sheriff's Office
Sheriff's Office
Sheriff's Office
Sheriff's Office
Sheriff's Office
Sheriff's Office
Sheriff's Office
Sheriff's Office

Caldera, Leo S.
Jasso, Christina
Contreras, Natalia E.
Lee, Heekyu
Huerta, James A.
Lopez, Reynaldo
Lester, Frederick R.
Muniz, Velma F.
Crimiel, Stephanie M.
English, Kathy L.
Alvarado, Michael
Bratcher, Nicole N.
Castellano, Leon C.
Daggett, Anthony C.
Mauricio, Manuel V.
Montoya, Julian
Pena, Dawn M.
Perez, Roger A.
Quintero, Isaac
Stanton, Walter C.
Valdez, Andre D.
Williams, Raphael

FIFTEEN YEARS

Auditor's Office
District Clerk
District Clerk
District Clerk
Infrastructure
Planning & Resource Management
Sheriff's Office
Sheriff's Office
Sheriff's Office
Sheriff's Office

Casarez, Patrick S.
Kung, Annabelle
Leza, Guadalupe
Valdez-Dresch, Yolanda L.
Wann, Patrick A.
Vaquera, Gonzalo L.
Barrera, Ricardo
Downen, James V.
Beasley, Thomas A.
Ramos, Benjamin

TWENTY YEARS

Community Superv & Correction
Infrastructure
Infrastructure
Sheriff's Office
Sheriff's Office
Sheriff's Office
Sheriff's Office
Sheriff's Office
Sheriff's Office
Sheriff's Office
Sheriff's Office
Sheriff's Office
Sheriff's Office
Tax Office

Martinez, Karla A.
Rice, Earl
Sosa, Ramiro R.
Cunningham, Calvin C.
Crabb, Jeff D.
Fultz, Emmanuel
Johnston, George W.
Lopez, Albert C.
Mireles, Juan J.
Murray, Charles D.
Reyes, Juan R.
Thomas, Alan D.
Wells, Mark H.
Biggers, Magdalena C.

TWENTY-FIVE YEARS

District Attorney
Sheriff's Office

DeMartino, Christopher W.
Gutierrez, Manuel

THIRTY YEARS

Sheriff's Office

Chavarria, Santos R.

**SPECIAL ENROLLMENT
RIGHTS CHANGE**

Effective April 1, 2009, The Children's Health Insurance Program Reauthorization Act of 2009 (CHIPRA) allows for an extension of special enrollment rights to employees and dependents who lose eligibility under Medicaid or CHIP plans. Individuals who lose this type of coverage have sixty days after the loss of coverage date to request and enroll for coverage through the employer's group medical plan. If you have questions regarding this new right, please contact a benefits professional at HR Central at (210) 335-2545 or e-mail benefitsinformation@bexar.org.