

The Villages®

Community Development Districts

OUR CORE VALUES
 Hospitality
 Stewardship
 Creativity & Innovation
 Hard Work

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**Meeting the needs of
 The Villages community
 Residents is our
 primary objective.**

PURPOSE

To provide and preserve the
 lifestyle of Florida's
 Friendliest Hometown.

VISION

To be respected as the most
 responsive
 and responsible
 Community Development
 District.

MISSION

To provide responsible and ac-
 countable
 public service that
 enhances and sustains
 our community.

A Brand New Year

It's the start of another new year and also a brand new decade. Well, I have made some New Year resolutions. One is to get more aerobic exercise so I have been building up my endurance and stride. I ran in the Lake Sumter Landing Run 5K a couple of weeks ago. It was my worst time ever (34.3 minutes). Well, I told myself at least you tried and did it! I will see if the next 5K race in late January brings a better time.

Another resolution is to be less critical of everything from myself, my work, and the way the yard looks, etc. I have always thought as I age that I don't want to become that overly critical person. I see that so much in life around me.

While bittersweet, as my wife and I have watched our sons grow into successful young men and leave the nest to pursue their careers, I want to enjoy the moment even more. It's true that you only pass this way once so I want to appreciate it fully. It seems like so many of us obsess in the pursuit of perfection, and fail to appreciate the great things comprising that and every imperfect moment.

I hope you are off to a good start to the year and the decade. You have probably already reflected on your personal resolutions. It will be interesting for all of us to look back from 2021 to see how we do with these resolutions. Yikes, 2021 - I hope I am not wearing a bigger sized belt but at least if I am I can appreciate in that moment of all that food that got me there.

Richard Baier, District Manager





IN THE SPOTLIGHT...



Kim Doyle ~ Customer Service ~ Customer & Administrative Support Representative



Where were you born & raised and went to school? I was born in Aledo, IL and raised in Alexis, IL. I went to Alexis Elementary and Alexis High School.

What was special about where you were from? It was a very small farming community. One thing special about the town is that in 1868 a tornado completely destroyed the town of Shanghai, IL and since the railroad was being built 2 miles east everyone rebuilt their houses around the railroad and named the town Alexis.

Tell us about your family, people (including pets!) I have been married to my husband Bob for 20 years. He also works for the district as a gate attendant. I have 2 daughters, 1 son, 2 son-in-laws and 6 grandkids.

Hobbies? Favorite activities? Crocheting, golfing and reading are my hobbies. My favorite activities are watching my grandkids play sports, spending time with my kids and grandkids and going to the pool.

Who has been the most influential person in your life and why? My grandma on my mom's side of the family. She was the sweetest, kindest, most loving person I've ever known. She never complained or said a bad word about anyone.

What's the best advice you ever received? Don't worry about anything because worry takes your happiness away.

What is the career & training path that led you to the Districts? I have worked both office and retail for over 35 years.

Can you tell us about your day-to-day responsibilities? I work in Customer Service/Admin. Support. I rotate between the front lobby, customer service desk and satellite office. I assist residents in multiple ways.

What is your favorite aspect of working for the Districts? Helping residents to understand how The Villages work and making them feel welcome.

What is the most interesting thing you have ever seen? The Queen Mary, because my dad came home from WW II on the Queen Mary.

My favorites...Movie: Wizard of Oz...**Television Show:** Anything on the History Channel
Sports: Chicago Cubs and Chicago Bears...**Vacation Spot:** A beach anywhere
Restaurant: Portillo's...**Food:** Chicago hotdog...**Dessert:** cheesecake

Betty Poling ~ Finance ~ Accounting Clerk

Where were you born & raised and went to school? Hatfield, PA. Graduated from Montgomery County Community College with a degree in Accounting. Went back to college and Graduated from Gwynedd Mercy College with a degree in Computer Science.

What was special about where you were from? All your neighbors were there for you. If you heard someone hammering, everyone showed up with their hammers to see what they could do to help. If you wanted to play horse shoes, you just banged them together and you had teams to play against.

Tell us about your family, people (including pets!) I have been married to my wonderful husband, Bill, for 49 years in July, 2020. I'm the youngest of 6, so I have a very large extended family, mostly in Pennsylvania. No pets at this time, but we have been known to babysit for our friend's dogs.

Hobbies? Favorite activities? My husband and I have been running the volleyball program here in The Villages for about 18 years now. We do that 3 times a week. I travel frequently to other states to play in tournaments. As you probably guessed, volleyball is my favorite activity. I have another large family through all the people that have been playing with us over the years.

Who has been the most influential person in your life and why? I would say my husband has been my influential person. He keeps me grounded and gives me very sound advice.

What's the best advice you ever received? Don't take everything to heart.

What is the career & training path that led you to the Districts? I worked as an accountant for 23 years and went back to college since I loved working with computers. In my new rework of myself, I worked with a team under me sending letters to physicians, hospitals, and pharmacies pulling from a large database.

Can you tell us about your day-to-day responsibilities? I process payments for 2 utility companies, CSU & SSU. Contact customers about problems with payments and returned mail. Create letter templates in our BS&A system that can be pulled for a customer and fills all the information from the customer needed on the letter.

What is your favorite aspect of working for the Districts? The team I work with. We are known as the A Team, since we report to Alba. We work great as a team and enjoy working together, helping each other as needed.

What is the most interesting thing you have ever seen? Flying over the Grand Canyon. It's someplace I would love to go visit.



My favorites...Movie: Pretty Women...**Television Show:** NCIS, pretty much anything on HGTV & DIY
Sports Team: Don't follow sports too much anymore. It used to be the Flyers hockey team from Philadelphia
Vacation Spot: Usually vacation by visiting family. Do enjoy cruises and traveling to different states for volleyball tournaments.
Restaurant: Cracker Barrel...**Food:** Turkey or Chicken...**Dessert:** Don't eat sweets. Got hypnotized 9 years ago and haven't eaten one since

EMPLOYEES ON THE MOVE



Community Watch

- **Mark Bednarek, Rick Priewe, Horace Roqueta, John Green and Philip Boulanger** transferred from Gate Attendant Substitute to Gate Attendant.
- **Linda DeLuca, Jon Wilkinson, Leo Shelko, Douglas Carruth, Daniel DiSanto, James Thomasson and Santos Tosado** transferred from Patrol Driver Substitute to Patrol Driver.
- **David Showers** transferred from Patrol Driver to Gate Attendant.

Recreation

- **Anna Marchitelli** transferred from Facility Specialist to Recreation Assistant.

Public Safety

- **James Ackerman** transferred from Community Watch Dispatcher to Public Education Technician.
- **Christopher McEntire** was promoted from Firefighter EMT to Firefighter Paramedic.



On your District Anniversary.
Thank you for your service!



*Special Events Line Staff
Bob Zick celebrating
20 years of service*



*Recreation Supervisor
Jim Lucas celebrating
15 years of service*

*Not Pictured: Firefighter Paramedic Rodney Graham
celebrating 10 years of service.*



TO THE DISTRICT FAMILY!

Community Watch

Roberto Crisman Troy Ralston

Recreation

James Albano Reilly Reinhold

Customer Service

Rayshel Morris

Public Safety

David Atkinson Matthew Bryant Timothy Fox
Caleb Gilbert Christopher Green Christopher Parco

Current Job Openings

Are you looking for a career change? Or know someone who is seeking employment. We hope that you will recommend us. Our current job openings are as follows:

Finance Department

Full Time Billing & Collection Technician \$13.02 per hour

Recreation & Parks Department

Part Time Recreation Assistant \$9.93 per hour
Part Time Recreation Assistant-Softball \$9.93 per hour
Part Time Recreation Leader \$11.07 per hour
Part Time Recreation Service Representative \$11.07 per hour

Keep an eye out for emails from Terianne Carroll, HR Administrator for future openings with the District. If you have questions on job openings or how to apply, please feel free to call Terianne at 352-674-1905 or email terianne.carroll@districtgov.org.

SAVE THE DATE

Important Reminder

1st Quarter VCCDD All Staff Momentum Meeting

Thursday, February 6, 2020
Colony Cottage Regional Recreation Center
2 sessions: 9:00-10:00am or 5:30-6:30pm

Hosted by Richard Baier, District Manager

~seats are limited to 300 each session~
Please contact your department Manager to register



**District Administration Offices
will be closed on Monday,
February 17th in observance
of President's Day.**





FEBRUARY



FEBRUARY



Brittany Wilkinson	1	Risk Management	David Gipp	16	Community Watch
Herbert Harding	1	Recreation	Frances Ryan	16	Community Watch
Carol Donato	2	Recreation	Mary Ellen Bowgren	16	Finance
Rhonda Goswick	2	Recreation	Jennifer McQueary	17	Administration
Mary Nadeau	2	Recreation	Loni Gosnell	17	Recreation
Ernest Stevens	2	Recreation	Eugene Graney	17	Recreation
Jacob Sharp	2	Public Safety	Carlos Perrone	17	Recreation
Thomas Chinske	3	Recreation	Edward Fink	17	Community Watch
Jeffrey White	3	Recreation	Rachel Tillotson	19	Recreation
Harold Shelton	3	Community Watch	William Thornton	20	Recreation
Casey Dyer	3	Public Safety	Michael Halpin	20	Community Watch
Deborah Fitzpatrick	4	Recreation	Janice Collom	21	Recreation
Melinda Hallquist	4	Recreation	Cheryl Pierce	21	Recreation
Christina Pittsley	4	Recreation	George Pezick	21	Community Watch
Sharon Gwin	4	Community Watch	Michael Burleson	22	Recreation
Thomas McGinty	4	Community Watch	Colin St Germain	22	Recreation
Jean Carroll	5	Recreation	Dale Fuller	22	Community Watch
Bradley Eckert	5	Recreation	Richard Billiski	23	Recreation
Douglas Carruth	5	Community Watch	Brian Emigh	23	Recreation
Nancy Erich	5	Community Watch	Sharon Stevens	23	Recreation
Barbara Mercer-Poll	5	Finance	Margaret Adler	23	Community Watch
Gene Wine	5	Public Safety	Charles Camenish	23	Community Watch
Daniel McConnell	6	Recreation	James Cote	23	Community Watch
Rosalie Battaglia	6	Community Watch	Carol Indermuehle	24	Recreation
James Brown	6	Community Watch	David Merrill	24	Recreation
Kathleen Godfrey	7	Purchasing	Michael Amodeo	24	Property Management
Scott Long	7	Recreation	Kimble Billingsley	24	Public Safety
Barry Brown	7	Community Watch	Geoffrey Martz	24	Public Safety
Charles Jacobs Jr	7	Community Watch	Laura Holtz	26	Recreation
Albert Page	7	Community Watch	Steven Pierce	26	Recreation
Edward Jarka	8	Recreation	John Rohan	26	Recreation
Christopher Trace	8	Property Management	Richard Toole	26	Recreation
Charles Carr	9	Recreation	Robert Wilkerson	26	Recreation
James Hodge	9	Community Watch	Linda De Luca	26	Community Watch
Nicole Francik	9	Finance	Gloria Sperazza	26	Community Watch
Stuart Venables	10	Public Safety	Donald Jeffrey	27	Recreation
Terry Smith	12	Recreation	Quenton Jones	27	Recreation
Donald Klein	14	Recreation	Hugh Perry	27	Recreation
Robert Pasqua	14	Recreation	Thomas Convery	27	Community Watch
Daniel Kenny	14	Property Management	Elizabeth Kimzey	27	Finance
Jackie Tuggerson	14	Public Safety	Jonathan Hartman	27	Public Safety
Bryan Johnson	15	Recreation	Michael Noss	28	Customer Service
Donald McKechney	15	Recreation	Richard Johnson	28	Recreation
Amber Stewart	15	Recreation	George Merges	28	Recreation
Carmine Presepio	15	Community Watch	Patrick Ryan	28	Community Watch
Thomas Scoville	15	Community Watch	Maxwell Cantor	29	Public Safety
Michael Harris	15	Property Management	Jason Weis	29	Public Safety
Wayne Wescoe	16	Recreation			

Happy February Anniversary! Thank You For Your Service!

John Trongon	Recreation	02/28/2000	20	Gary Pearce	Community Watch	02/29/2016	4
Juan Urbi	Community Watch	02/14/2006	14	Gregory Simar	Community Watch	02/29/2016	4
Deborah Hurr	Recreation	02/15/2006	14	Jaime Cooper-Rodriguez	Finance	02/13/2017	3
Robert Wilkerson	Recreation	02/15/2006	14	George Akerley	Recreation	02/27/2017	3
George Tule Jr	Community Watch	02/14/2007	13	Jennifer Cole	Finance	02/27/2017	3
Steven Waitzman	Community Watch	02/21/2007	13	Norman Hager	Recreation	02/27/2017	3
Reginald Smith	Community Watch	02/27/2008	12	Thomas Ladow	Community Watch	02/27/2017	3
Regina Demarco	Recreation	02/03/2010	10	Charles Manning	Recreation	02/27/2017	3
Gayle Gibson	Recreation	02/03/2010	10	David Merrill	Recreation	02/27/2017	3
Carmen Seebald	Recreation	02/10/2010	10	Robin Santangelo	Recreation	02/27/2017	3
Deborah Franklin	Human Resources	02/15/2010	10	Anton Dawson	Public Safety	02/26/2018	2
Joyce Bartlett	Community Watch	02/17/2010	10	Tanner Gaddy	Public Safety	02/26/2018	2
Jason McInturf	Public Safety	02/17/2010	10	Jonathan Hartman	Public Safety	02/26/2018	2
Joseph Schenk	Public Safety	02/17/2010	10	Joshua Hayes	Public Safety	02/26/2018	2
Dale Hetsko	Recreation	02/24/2010	10	Gary Margocs	Recreation	02/26/2018	2
Donald Jeffrey	Recreation	02/24/2010	10	Jacob May	Public Safety	02/26/2018	2
Ronald Dill	Recreation	02/02/2011	9	James Morton	Recreation	02/26/2018	2
Nichole Leonardi	Public Safety	02/01/2012	8	Derick Pierce	Public Safety	02/26/2018	2
Wesley Roe	Public Safety	02/01/2012	8	Paula Smith	Community Watch	02/26/2018	2
Jessie Flynn	Recreation	02/04/2013	7	Rose Taylor	Recreation	02/26/2018	2
Carol Martin	Community Watch	02/04/2013	7	Dennis Teasley	Recreation	02/26/2018	2
John Bellante	Recreation	02/18/2013	7	Kenneth Toman	Recreation	02/26/2018	2
Christine Brown	Recreation	02/02/2015	5	Rodney Weaver	Recreation	02/26/2018	2
Christopher Bradford	Public Safety	02/16/2015	5	Peter Bratkovich	Public Safety	02/25/2019	1
David Gomez	Public Safety	02/16/2015	5	Jackson Brecklin	Public Safety	02/25/2019	1
Vince Rados	Public Safety	02/16/2015	5	Clyde Christian	Public Safety	02/25/2019	1
Ryan Rushing	Public Safety	02/16/2015	5	Sean Cody	Community Watch	02/25/2019	1
Eduardo Villagomez	Public Safety	02/16/2015	5	Robert Doherty	Community Watch	02/25/2019	1
Dalton Zink	Public Safety	02/16/2015	5	William Gangemi Sr	Community Watch	02/25/2019	1
Donna Schultz	Administration	02/01/2016	4	Scott Green	Recreation	02/25/2019	1
Mary Helen Burch	Recreation	02/15/2016	4	Paula Hahnert	Recreation	02/25/2019	1
Bradley Eckert	Recreation	02/15/2016	4	Niels Jansen	Community Watch	02/25/2019	1
Deborah Fitzpatrick	Recreation	02/15/2016	4	Lee Longo	Public Safety	02/25/2019	1
Lenette Kendzior	Recreation	02/15/2016	4	John O'Connell	Community Watch	02/25/2019	1
Mary Leach	Recreation	02/15/2016	4	Jack Pike	Recreation	02/25/2019	1
Roger Loomis	Recreation	02/15/2016	4	Robert Rivers	Public Safety	02/25/2019	1
Robert Stone	Recreation	02/15/2016	4	Hunter Scherr	Public Safety	02/25/2019	1
Margaret Twidale	Recreation	02/15/2016	4	Edward Sobek	Recreation	02/25/2019	1
James Dolan	Recreation	02/29/2016	4	David Souza	Recreation	02/25/2019	1
Nicholas Ellis	Community Watch	02/29/2016	4	Dakotah Tucker	Recreation	02/25/2019	1
Lawrence Forson	Community Watch	02/29/2016	4				

Recognizing Our Core Values In Action!



"We've been "customers" at Fish Hawk since the center opened and have always had good experiences with the staff and facilities. But over the last year or so, the service has greatly exceeded our expectations. Bill Neale is an exceptional manager-supervisor. He is always friendly, calm and cordial plus always returns phone calls & emails in a timely fashion.

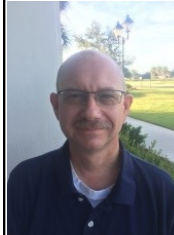
Gayle Hutton, who works for Bill, is one of the most energetic and helpful workers we have ever seen. She is proactive, anticipates our needs and always makes certain that everything is perfect for everyone. These two individuals are standouts at Fish Hawk, and indeed for the Recreation & Parks Department. We appreciate them more than our meager words can express. They are great Recreation & Parks team players and they epitomize the values that make The Villages the friendly place that it is known to be!" Pictured: **Recreation Assistant Gayle Hutton (L) & Recreation Supervisor Bill Neale (R).**

The Gate Attendants at the Hillsborough Gate received a card. "Please know that we so appreciate your cheerful wave and "hello" as we pass by. Thank you so much!"

An email from **DPM Assistant Director Blair Bean** to the Property Management department "As we strive to build and become the best Department Team it is important that we share and celebrate our successes. It is clear we are successful when residents or District Board members take the time to directly communicate with us their appreciation of our teams efforts in delivering the excellent service they expect. Sharing with everyone that this week we had multiple instances of recognition of the work by the Landscape and Water Resources Division. Twice in the past week Board members have complimented work that **Landscape Supervisor Chris Ryzoc** has recently completed to address their concerns. The AAC Board chairperson personally thanked us for the immediate response by the Landscape Division to trim back the trees at the Paradise Recreation tennis courts. Also, there was a lengthy email from a resident praising the efforts of **DPM Supervisor/Water Resources Nick Sanchirico** in helping them by improving the aesthetic conditions pertaining to the drainage basin near their home. I am confident there are many more positive things that we accomplished that were not specifically recognized. Everyone is encouraged to continue these efforts to demonstrate department team excellence."

A letter to Property Management. "I presume you had something to do with the new landscaping and lighting at the entrance to Country Club Hills. Want you to know it hasn't gone unnoticed. It looks fantastic and up to date. And there are even flowers!"

A resident called to say what a great employee we have at Bridgeport Recreation center. She recently had an event at the center and said **Recreation Assistant Andy Malinosky** "was helpful, courteous and very professional" during their event.



Public Education Technician Bob Sjogren received a letter. "Thanks for replacing our batteries. We are no longer able to do it ourselves. Bob did a masterful job."

District Property Management received a letter. "The good news is to tell you that the property management team installed 7 plants near the S.E. corner last Friday to cover the open gap created when they trimmed the queen palms in Oct 2019. They did a fantastic job and Mr. James should be lauded for his super team work. My wife is quite pleased. Please pass my positive email on to the appropriate people in the 2d CDD with a thank you from us."

"I recently had a great experience with Kathy Dutkiewicz at the Captiva Recreation Center. We had a Christmas party at the center and during the clean-up; my lid to a crockpot was accidentally placed in the garbage. After notifying Kathy, she went through all the trash bags until she found the lid. As you can imagine, I really appreciated her going above and beyond for me! Also I would like to recognize Michael Kaiser-Sissons as well. He's always so helpful and makes our weekly meetings there a pleasure. Thank you."

Pictured: **Recreation Assistant Kathy Dutkiewicz (L) and Recreation Supervisor Mike Kaiser-Sissons (R).**



"I just want to say a big thank you to the fire crew, **Lieutenant Jason McInturf and Firefighter Paramedic Brian Konnerth**, that went to my uncle's house. I was on the cell phone with my uncle when they arrived and they didn't know I was listening. They handled the situation professionally and efficiently. They followed protocol and assessed him and then not only got him out of his electric recliner (that was stuck in a lounge position) they also made sure he went to the bathroom and got cleaned up. They had real concern for him and took amazing care of him. Being an RN and in the medical industry we always hear about the complaints and never hear a compliment. I just wanted to recognize them and thank them for showing such compassion for my uncle. Thank you!"

Recreation & Parks News

Zumba On the Square

On a beautiful Tuesday morning, Recreation & Parks held their fourth event of the season on Lake Sumter Landing Market Square – **Zumba!** About 200 residents participated in the brisk workout while enjoying the view of Lake Sumter and the warmth of the rising sun. The next event is Cardio Drumming in February and the monthly series continues until June.



FORMER U.S. NATIONAL TEAM COACH VISITS BUFFALO



Jill Ellis, the former head coach of the US women's national soccer team gives a high-five to **Recreation Supervisor Madison Taylor**, head coach of The Villages High School Girls' soccer team during a recent teams practice.

Lake Sumter Landing; Running of The Squares 5K

On Saturday morning January 11th, the second leg of Recreation & Park's Running of The Squares series was held at Lake Sumter Landing. Both runners and walkers alike were attempting to beat their best time while enjoying the "beautiful" summer like weather. The third and final 5K race of the season will be held on Saturday, April 11th at Spanish Springs Town Square.



Recreation Supervisor Julie Phillips (3rd from left) with volunteers



Community Watch News

VIPs Support Group

On Thursday, January 2nd Community Watch Division Chief Nehemiah Wolfe was one of the speakers during the monthly meeting of the Visually Impaired Persons (VIPs) Support Group held at Bridgeport of Lake Miona Recreation Center. Chief Wolfe offered information regarding how Community Watch is dedicated to helping all of our residents stay safe. After the ques-



tion and answer period he provided handouts such as mini strobe flashlights and iridescent slap wristbands easily seen at night. Pictured with Chief Wolfe is Donna Evans, President of the VIPs.

Community Watch 12-Hour Work Schedule

On December 2, 2018, the Community Watch Dispatchers switched to a 12-hour work schedule. On the first anniversary of this inaugural program, we are proud to announce that it has been a very successful transition. The 12-hour schedule has reduced the number of shift changes that occur from three to two thus increasing productivity by the reduced opportunity for mistakes as fewer people are involved in the occurrence or incident. The shift change also increases continuity and accountability, the shifts relieve each other instead of a middle shift in between to "pass the buck" to, this created the transparency of each shift fixing issues within their own 12-hours. The 12-hour shift schedule did not require any additional hiring as the 2-day shifts had 5 dispatchers each and the 2-night shifts had 4 dispatchers each. The 12-hour shift has had a huge effect on staff morale perform their civic duty of being involved in Community Watch. This, in turn, increases employees' job satisfaction. As a result, we have a reported drop in absenteeism after the introduction of 12-h shifts. During September, October, November of 2018 (while working the 8-hour shifts), we had 112 occurrences of absenteeism. During the same three months in 2019 (while working the 12-hour shifts), we experienced only 36 occurrences. This has proved to be a cost-saving in the reduction of overtime being paid to cover shifts from employees calling out. At the same time, there have been slight cost savings to the employee with the smaller number of shifts worked per week leads to fewer trips to and from work and to some travel time saved. In conclusion, the year's review of the implementation of the 12-hour shift has proven to be a success, morale is up, absenteeism is down, cost savings to both the Administration and the employee, and improved productivity and reduction in errors. This year we have moved the dispatch supervisors to a 12-hour schedule. This will improve continuity and accountability as each shift will be accountable to one supervisor.

**Congratulations to the winners
of the photo contest!**



District	Winner	Department
1	Katie Evans	Customer Service
2	Kim Burnell	Finance
3	Lisa Babbitt	Customer Service
4	Kim Burnell	Finance
5	Shelli Farnsworth	Community Standards
6	Jennifer Newton	Finance
7	Becky Perkins	Customer Service
8	Kathy Godfrey	Purchasing
9	Linda Sojourn	Finance
10	Lisa Babbitt	Customer Service
11	Cheryl Horgan	Finance
12	Anthony Valadez	Property Management
Brownwood	Debra LoMonaco	Recreation
NSCUDD	Kim Burnell	Finance
Sumter Landing	Jerica Adams	Community Standards
Village Center	Debra LoMonaco	Recreation

The Finance department is working diligently on the conversion of the new BS&A software, which incorporates all the divisions within the department. Integration of the various processes have been progressing well towards the March "Go-Live" date.



Billing & Collection Technician Esta Knipper celebrated her mother's 80th birthday on a cruise to Barbados.



Beware of Phishing Campaigns Targeting W-2 Information

While individuals and businesses must remain vigilant for increasingly sophisticated cyber threats year-round, cyber criminals often ramp up their activities during tax season. In particular, security professionals see an uptick in malware and credential theft attempts through phishing scams targeting W-2s and other sensitive information. What does the fraud look like? Attempts vary, but often those targeted receive a fraudulent email appearing as if it comes from a trusted source, telling recipients that their W-2 forms are available. The message then prompts users to click a malicious link, which redirects the victim to a website designed to look like the login page of the trusted source. That link can be used to deliver malware, steal user credentials, or both. How to Protect Your Data Before you click a link in any email, download a file, or respond to a request for sensitive information, you should be 100% confident the sender and request are legitimate. The following are simple, but important, tips to help protect your Paychex account and all your online accounts from cyber threats. When in doubt, don't follow hyperlinks. Use a trusted, bookmarked link or app as a rule when accessing a system that stores your sensitive data. Hover over links to see the destination and compare that to the legitimate, trusted site. Confirm the source by verifying the email address is one you know and trust. Strengthen and regularly change passwords. Use the highest level of MFA (multi-factor authentication) available. Protect your PII and PHI (Personally Identifiable Information & Protected Health Information). Keep your software up to date and apply software security patches to your computer operating system and applications. Use anti-virus, anti-spam, and anti-spyware software, as well as a personal firewall.

Medical Releases for Return to Work

Employees who are out of work for 3 or more days due to illness must provide a medical release to Human Resources before their return. This medical release can be printed from the employee's doctor or employees are welcome to use the District's medical release. The medical release must include a return to work date. It must also state whether or not the employee has restrictions or not. All medical releases must be turned in to Human Resources, not to your Supervisor or department. This will allow for protection of your health information and keeps the District compliant with HIPPA regulations. Upon receipt of your medical release, Human Resources will email your Supervisor of your clearance. Our blank medical release is available to you on the District shared drive. It is also available if you would like to stop by Human Resources. Any questions, please feel free to contact Jackie Evans, Benefits Administrator at 352-674-1905 or stop by Human Resources.

Nifty Tricks for Big DIY Savings

1. Shorten your dryer-vent hose. First, disconnect it and vacuum it out. Then trim the hose length so that it's just long enough for you to pull the dryer a few feet out from the wall. A short and unobstructed line makes your dryer run more efficiently.

Cost: Free.

Savings: \$25 a year on electric, gas, or propane.

Bonus: Your clothes will dry about 20% faster.



2. Turn down the thermostat on your water heater. It's probably set at 140 degrees to shorten the wait time to a steamy shower. But 120 or even 110 degrees is plenty hot.

Cost: A few minutes with a screwdriver in the utility room.

Savings: \$30 or more per year on gas, oil, electricity, or propane.



3. Install dimmer switches and use energy-efficient halogen bulbs, rather than incandescents.

Cost: Up to \$10 per switch.

Savings: \$20 per fixture on electricity over three years.

Bonus: Halogens tend to outlast incandescents, saving more money over the long haul on replacement lights.

4. Close closet doors to lower the square footage you're heating (and cooling). Shuttering closets along exterior walls also helps to insulate the house.

Cost: Zilch – although it may take a few minutes for your clothes to reach room temperature before you put them on.

Savings: About \$50 per year off your energy bills.

Bonus: You and your guests won't see closet clutter.

5. Replace central-air-conditioning filters every month during the summer to keep air flowing freely through the ducts and reduce strain on the blower motor.

Cost: About \$11 for three filters.

Savings: \$40 or more on cooling costs.

Bonus: New filters keep dust and mold from collecting on condensor coils, extending the equipment's life.

6. Borrow specialized tools – gas-powered post-hole diggers and table-mounted routers-from a DIYer in your area for a small fee.

Cost: \$1 to \$100 per day.

Savings: \$50 or more for the same tool at a rental center

Bonus: Getting to know fellow renovators in your neighborhood with whom you can swap tips.

7. Choose one neutral trip paint for the entire house rather than buying a gallon of a particular color for each room and using only a fraction of each can.

Cost: You have to forget the trendy color combos in the paint manufacturer brochures.

Savings: \$50 on paint for three rooms.

Bonus: Crisp white trim is always in style and you'll never have to rummage around for the right can for touch-ups.



Rethink Your Sweets

Added sugar is sugar added to processed or prepared foods.

Sugar has all types of names, but anytime you see a word ending in "OSE" you can be certain that that ingredient is a type of sugar.

Sugar by Other Names

Agave nectar	Evaporated cane juice	Invert sugar
Brown sugar	Fruit juice concentrate	MaltOSE
Cane sugar	GlucOSE	Malt syrup
Corn sweetener	High fructose corn syrup	Maple syrup
Corn syrup	Honey	Raw sugar
Fructose		Turbinado sugar
Dextrose		Sucrose
		Syrup

Manufacturers may break apart different kinds of sugar so that it does not appear as the first ingredient.*

The ingredient list can be deceiving. Sugar is listed four times.

INGREDIENTS: CORN (WHOLE GRAIN CORN, MEAL), SUGAR, REESE'S CREAMY PEANUT BUTTER™ (ROASTED PEANUTS; SUGAR; CONTAINS 2% OR LESS OF MONO AND DIGLYCERIDES; PEANUT OIL; SALT; MOLASSES AND CORN STARCH), DEXTROSE, MODIFIED CORN STARCH, CANOLA AND/OR RICE BRAN OIL, CORN SYRUP, SALT, HERSHEY'S COCOA, TRICALCIUM PHOSPHATE, CALCIUM CARBONATE, RED 40, YELLOW 5&6, BLUE 1 AND OTHER COLOR ADDED, TRISODIUM PHOSPHATE, ZINC AND IRON (MINERAL NUTRIENTS), VITAMIN C (SODIUM ASCORBATE), A B VITAMIN (NIACINAMIDE), ARTIFICIAL FLAVOR, VITAMIN B6 (PYRIDOXINE HYDROCHLORIDE), BITAMIN B2 (RIBOFLAVIN), VITAMIN B1 (THIAMIN MONONITRATE), VITAMIN A (PALMITATE), A B VITAMIN (FOLIC ACID), VITAMIN B12, VITAMIN D, WHEAT FLOUR, VITAMIN E (MIXED TOCOPHEROLS) AND TBHQ ADDED TO PRESERVE FRESHNESS.

*Ingredients are listed in order of weight, with the ingredient present in the largest amount by weight listed first.

How to Read Your 2019 W2

Box a: Social Security Number

Box b: Your employer's EIN

Box c: Your employer's business address

Box d: Control number (This is for internal purposes and you won't need to do anything with this number)

Box e and f: Your full name and address (This is pulled from Paychex)

Box 1: Total taxable wages, tips, prizes, and other compensation. This does **not** include elective deferrals to retirement plans, pre-tax benefits, or payroll deductions. **Note:** Boxes 3 and 5 may contain different numbers than Box 1. This is OK and not an error.

Box 2: The total amount of federal income taxes withheld from paycheck during the year.

Box 3: Total wages subject to Social Security tax

Box 4: Total amount of Social Security actually withheld

Box 5: Total wages subject to Medicare taxes

Box 6: Total amount of Medicare taxes withheld

Box 7: Tips

Box 8: Allocated tips that your employer has distributed to you as income

Box 9: This is a verification code and one may or may not appear on your W-2.

Box 10: Total of any benefits paid on your behalf under a dependent care assistance program.

Box 11: Total amounts which have been distributed to you from your employer's non-qualified deferred compensation plan.

Box 12: Various codes will populate this box such as payments related to employee 401(k) contributions, employee 501(c)(18)(D) tax exempt organization plan, non-taxable portion of sick pay, cost of employer-sponsored health coverage, employer contributions to an HSA, and more.

Box 13: This is three boxes in one and will indicate if you're a statutory employee, if you participated in your employer's retirement plan (i.e. 401(k)), or if you received sick pay under a third party insurance carrier

Box 14: Anything not included in another box

Box 15: Your employer's state and state tax ID number (Not applicable for Florida residents)

Box 16: Total amount of taxable wages for state taxes (Not applicable for Florida residents)

Box 17: Total amount of state income taxes withheld (Not applicable for Florida residents)

Box 18: Wages subject to local, city, or state income taxes (Not applicable for Florida residents)

Box 19: Total local, city, and state income taxes withheld (Not applicable for Florida residents)

Box 20: Name of the local, city, or other state tax being reported in Box 19 (Not applicable for Florida residents)

What do the letter codes in Box 12 of my W-2 mean?

Box 12 codes

A: Uncollected social security or RRTA tax on tips reported to your employer	R: Company contributions to an Archer MSA
B: Uncollected Medicare tax on tips reported to your employer (but not Additional Medicare Tax)	S: Contributions to your 408(p) SIMPLE plan
C: Taxable cost of group-term life insurance over \$50,000	T: Employer-provided adoption benefits
D : Contributions to your 401(k) plan	V: Income from the exercise of non-statutory stock options
E: Contributions to your 403(b) plan	W: Company contributions (including employee contributions through a cafeteria plan) to an employee's health savings account (HSA)
F: Contributions to your 408(k)(6) plan	Y: Deferrals under section 409A on a nonqualified deferred compensation plan
G: Contributions to your 457(b) plan	Z: Income under a nonqualified deferred compensation plan that fails to satisfy section 409A. This amount is subject to an additional 20% tax plus interest (TurboTax does not support this calculation).
H: Contributions to your 501(c)(18)(D) plan	AA: Designated Roth contributions under a section 401(k) plan
J: Non-taxable sick pay	BB: Designated Roth contributions under a section 403(b) plan
K: 20% excise tax on excess golden parachute payments	DD: Cost of employer-sponsored health coverage.
L: Substantiated employee business expense reimbursements	EE: Designated Roth contributions under a governmental section 457 (b) plan
M: Uncollected social security or RRTA tax on taxable cost of group-term life insurance over \$50,000 (only applies to former employees)	FF: Permitted benefits under a qualified small employer health reimbursement arrangement
N: Uncollected Medicare tax on taxable cost of group-term life insurance over \$50,000 (but not Additional Medicare Tax) (only applies to former employees)	GG: Income from qualified equity grants under section 83(i)
P: Excludable moving expense reimbursements paid directly to a member of the U.S. Armed Forces (not included in box 1, 3, or 5)	HH: Aggregate deferrals under section 83(i)
Q: Nontaxable combat pay	

February is American Heart Month



Heart disease is not only found in older adults but has become more common in young adults due to the conditions that lead to heart disease becoming more common at younger ages. February is Heart Month, the perfect time to learn your risk for heart disease and the steps you need to take now to help your heart. Heart disease—and the conditions that lead to it—can happen at any age. High rates of obesity and high blood pressure among younger people (ages 35-64) are putting them at risk for heart disease earlier in life. Half of all Americans have at least one of the top three risk factors for heart disease (high blood pressure, high cholesterol, and smoking).

You could be at risk.

Many of the conditions and behaviors that put people at risk for heart disease are appearing at younger ages:

- **High blood pressure.** Millions of Americans of all ages have high blood pressure, including millions of people in their 40s and 50s. About half of people with high blood pressure don't have it under control. Having uncontrolled high blood pressure is one of the biggest risks for heart disease and other harmful conditions, such as stroke.
- **High blood cholesterol.** High cholesterol can increase the risk for heart disease. Having diabetes and obesity, smoking, eating unhealthy foods, and not getting enough physical activity can all contribute to unhealthy cholesterol levels.
- **Smoking.** More than 37 million U.S. adults are current smokers, and thousands of young people start smoking each day. Smoking damages the blood vessels and can cause heart disease.

Other conditions and behaviors that affect your risk for heart disease include:

- **Obesity.** Carrying extra weight puts stress on the heart. More than 1 in 3 Americans—and nearly 1 in 6 children ages 2 to 19—has obesity.
- **Diabetes.** Diabetes causes sugar to build up in the blood. This can damage blood vessels and nerves that help control the heart muscle. Nearly 1 in 10 people in the United States has diabetes.
- **Physical inactivity.** Staying physically active helps keep the heart and blood vessels healthy. Only 1 in 5 adults meets the physical activity guidelines of getting 150 minutes a week of moderate-intensity activity.
- **Unhealthy eating patterns.** Most Americans, including children, eat too much sodium (salt), which increases blood pressure. Replacing foods high in sodium with fresh fruits and vegetables can help lower blood pressure. But only 1 in 10 adults is getting enough fruits and vegetables each day. Diet high in trans-fat, saturated fat, and added sugar increases the risk factor for heart disease.



4 Ways to Take Control of Your Heart Health

You're in the driver's seat when it comes to your heart. Learn how to be heart healthy at any age.

- **Don't smoke.** Smoking is the leading cause of preventable death in the United States. If you don't smoke, don't start. If you do smoke, learn how to quit.
- **Manage conditions.** Work with your health care team to manage conditions such as high blood pressure and high cholesterol. This includes taking any medicines you have been prescribed. Learn more about preventing and managing high blood pressure and high cholesterol.
- **Make heart-healthy eating changes.** Eat food low in trans-fat, saturated fat, added sugar and sodium. Try to fill at least half your plate with vegetables and fruits, and aim for low sodium options. Learn more about how to reduce sodium.
- **Stay active.** Get moving for at least 150 minutes per week. You can even break up the 30 minutes into 10-minute blocks.

Source: <https://www.cdc.gov/features/heartmonth/index.html>



<div>  <div> DISTRICT UNIVERSITY Training & Development Programs: February 2020 All professional development training workshops are open to all District Staff </div> <div> PROFESSIONAL DEVELOPMENT  </div> </div>						
Class Title	Instructor	Class Info	Relevant to	Date	Time	Location
New Hire Orientation	Varied District Staff	This training session provides new employees with important information to help navigate your first 60 days of hire. A wide-range of topics are covered, including District Core Values, Mission Statement, policy & procedures, diversity & harassment training and workers compensation information.	NEW HIRES	February 10 & February 24	8:30am To 12:00pm	District Offices 984 Old Mill Run Large Conference Room
CDD Orientation	Varied District Staff	This workshop helps attendees better understand what a "Community Development District" is & how it operates. Also covered - important community information regarding the people, services & supporting entities that help make up "The Villages".	All New Hires Mandatory within 30 days of employment	Every Thursday	10:00am To 12:00pm	District Offices 984 Old Mill Run
Built to Last	Deb Franklin, Director, HR & Strategic Planning	Now that you know more about what your role is within our organization, we now circle back to focus on how our District Core Values serve as a compass to guide us in providing responsive, responsible customer service, no matter what position we hold.	All New Hires Mandatory within 60 days of employment	Wednesday February 26	8:30am To 10:00am	Laurel Manor Recreation Center 1985 Laurel Manor Drive
Public Records & Ethics	Stephanie Brionez, Esq,	This class covers what information is protected under Public Records Law, how long to retain certain records, how to handle public records requests and will also touch on Government Sunshine Laws.	Mandatory for all District Staff. Attendees will be assigned by their department.	Tuesday February 11	9:00am To 12:00pm	District Offices 984 Old Mill Run Large Conference Room
PowerPoint Skills Intermediate	Lake Sumter State College Instructor	Enhance Your Microsoft PowerPoint skills with this expert-led course by an LSSC Instructor. Master the concepts and techniques you would have learned in an introductory class. This hands-on course focuses on customizing PowerPoint, using advanced features, using advanced formatting techniques, and much more.	<i>Offered to all District Staff with manager approval</i>	Thursday February 6	9am-12pm & 1pm-4pm	District Offices 984 Old Mill Run Large Conference Room
Project Management	J. Lenora Bressler Lake Sumter State College Instructor	Learn Project Management with this expert-led course by an LSSC Instructor. Master the theory and concept of Project Management, including how to create and implement a plan to achieve specific goals within a designated timeframe and budget. Recommended for: All staff assigned project-based goals that need to be completed within a specific timeframe and budget.	<i>Offered to all District Staff with manager approval</i>	Friday, February 28	8am-12pm & 1pm-5pm	District Offices 984 Old Mill Run Large Conference Room
Respecting Differences Respecting Others	Angela Pattillo, Training Administrator	This course will refresh your memory on respecting others as well as describing what could be considered harassment in the work place.	<i>Recreation</i>	February 18 & February 25	9am-11am & 12pm-2pm	District Offices 984 Old Mill Run Large Conference Room
Respecting Differences Respecting Others	Angela Pattillo, Training Administrator	This course will refresh your memory on respecting others as well as describing what could be considered harassment in the work place.	<i>Recreation</i>	February 7 & February 27	9am-11am 12pm-2pm 3pm-5pm	District Offices 984 Old Mill Run Large Conference Room

Department Director's should determine which staff members should attend mandatory workshops & notify those individuals so that they can register. Staff members interested in attending a workshop should request from their Department Director or immediate Supervisor permission to attend a workshop.

To Register:

- **All Community Watch staff:**
Contact **Sharon Gwin (352-750-8201)**
- **All Finance staff:**
Contact **Linda Sojourn (753-0421)**
- **All Recreation staff:**
Contact **Anita Douglas (352-674-1800)**
- **All other District staff:**
Contact **Human Resources** Angela.Pattillo@DistrictGov.org