

OUR CORE VALUES

Hospitality

Stewardship

Creativity & Innovation

Hard Work

The Villages®

Community Development Districts

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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 accountable public service that enhances and sustains our community.

POSITIVITY DOESN'T END HERE

Although I have been limiting my social engagements, I recently had the opportunity to have a conversation with a Recreation and Parks Team Member at the new Aviary Recreation Center. The team member's enthusiasm for their position and role in our organization reminded me, as I am sure it would you, of all those feelings I have when starting a new job – the excitement, the sense of challenge and even of exploration that are in full force. In speaking with this team member, I couldn't help but feel the transfer of their positivity to myself, and I left the encounter energized from this exchange.

This brings me to the point. If a single, brief conversation can infuse such energy, how much positivity can we bring to others during the course of our work day? It is easy to get bogged down in the routine day to day "stuff", such that we lose our sense of excitement and energy. We can forget to bring that "first day" excitement and energy as we interact daily with other team members and our customers. In doing so, we miss an amazing opportunity to "pass on positivity", especially if they are experiencing The Villages for the first time. Did you know that starting off your day with just one positive thought can set off a chain of positive experiences throughout the rest of the day? So next time you are having a rough day, or feeling a bit down, think of the last time something wonderful happened, or the excitement you felt on your first day of work. Soak in that feeling for a few minutes and then, as they say, pass it (the energy) on!



*Richard Baier, P.E. LEED AP
District Manager*

IN THE SPOTLIGHT...

Donna Oatze ~ Customer Service ~ Customer & Administrative Support Representative



Where were you born & raised and went to school? I was born in Kansas City, Kansas. I graduated from Olathe North High school and attended Johnson County Community College.

What was special about where you were from? Olathe is the site of the Kansas State School for the Deaf.

Tell us about your family, people (including pets!) I have been married to my husband for 33 years. We have one son. He is married and lives in Maryland. We have 2 granddaughters, ages 7 & 10. We have one fur baby named Lucky, which was named after Lucky Luciano. We have family in Land O' Lake, St. Pete area, Maryland and Kansas.

Hobbies? Favorite activities? I love spending time with family, traveling and I enjoy crafting.

Who has been the most influential person in your life and why? My husband because he has opened my eyes to the world of traveling. I never thought I would travel to 5 of the 6 continents.

What's the best advice you ever received? Your life is your responsibility, so take responsibility for how you show up in the world.

What is the career & training path that led you to the District? Running my own Insurance business, customer service was always at the forefront of the company mission statement.

Can you tell us about your day-to-day responsibilities? My main responsibilities are to provide friendly and efficient customer service which consists of answering phones and determining appropriate responses.

What is your favorite aspect of working for the District? I love working with the residents in the community that I live in. Also the commute from work and home is great too.

What is the most interesting thing you have ever seen? The Ancient City Of Ephesus.

My favorites...Movie: 13 Hours: Secret Soldiers of Benghazi...**Television Show:** The Ranch
Sports Team: Kansas City Chiefs & Washington Capitals...**Vacation Spot:** Australia
Restaurant: My own Kitchen...**Food:** Healthy smoothie...**Dessert:** anything with pumpkin and healthy

Crystal Ford ~ Purchasing ~ Administrative Assistant

Where were you born & raised and went to school? I was born in Orlando, FL and raised in Webster, FL. I went to South Sumter High School and I am currently finishing my last 2 classes for a AA in General Studies at Lake-Sumter State College. From there I will be enrolling at the University of Florida for a BA in Sports Management.

What was special about where you were from? My town is known for the Webster Flea Market.

Tell us about your family, people (including pets!) We have 1 son and no pets.

Hobbies? Favorite activities? I love outdoor activities — kayaking, riding my bike and going to sporting events.

Who has been the most influential person in your life and why? My son is the most influential person in my life.

What's the best advice you ever received? The best advice I've ever received was don't let your bad days make you feel like you have a bad life.

What is the career & training path that led you to the District? I have previously worked in purchasing departments for other companies.

Can you tell us about your day-to-day responsibilities? I work at the front desk answering phone calls and distribute mail. I am responsible for new vendor setup (W-9's and contact information), auction surplus, office depot administration (Office Supplies), WEX driver administration (New Driver set-up and Maintenance), authentic promotions (uniforms, polos, jackets, hats, name badges, and promotional items), business cards, P-Card Administration (New Cards, Password Resets, Troubleshooting), and bid receipts and sign-ins.



My favorites...Movie: Stepbrothers...**Television Show:** Anything on the ID channel
Sports Team: Florida Gators...**Vacation Spot:** Clearwater, St Pete area
Restaurant: Ana Maria...**Food:** Anything seafood...**Dessert:** Banana Pudding



Current Job Openings

Are you looking for a career change, or know someone who is seeking employment?

Our current job openings include:

Budget

Budget Analyst \$51,573.41 annual

Recreation

Recreation Assistant \$9.93 per hour
 Facility Specialist \$11.07 per hour
 Facility Specialist-Fitness \$11.07 per hour
 Recreation Leader \$11.07 per hour

Community Watch

Patrol Driver (several shifts) \$11.07 per hour

Clerk

Assistant to the District Clerk \$15.30 per hour

Finance

Accounting Technician-Bond Customer Service \$14.50 per hour

Keep an eye out for emails from Terianne Carroll, HR Administrator, for future openings within 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.



On your District Anniversary.
 Thank you for your service!

15TH ANNIVERSARY



Recreation Assistant Robert Wilkerson



Recreation Facilities Manager Debbie Hurtt

EMPLOYEES ON THE MOVE



Community Watch

- Richard Allain, Robert Doherty, John Ferdinand, Curtis Holliday, Thomas McCormick and John Tomashunas transferred from Patrol Driver Substitute to Patrol Driver.
- Robert Reid transferred from Gate Attendant to Gate Attendant Substitute.

Recreation

- Julie Stephens was promoted from Recreation Service Representative to Staff Assistant-The Enrichment Academy.



Property Management

Keisa Gilson
 James Howell
 Donald Morris

Recreation

Anna-Marie Altieri Dylan Bigard Frank Buzolits
 Robert Carreiro Maureen McLaughlin John Palmer
 Regan Quick Barbara Scott

Public Safety

Diana Colon Joseph Alleva Taylor Atherton
 Dillon Bourassa Alec Brown Colby Brown
 Cameron Bryan Connor Cerase Angel Ferrer
 Kyle Forchion Christian Greene Michael Grubb
 Brandun Herbert James Holly Nicolas Hodgins
 Hubert Johnston Zachariah Maddox Jake Prange
 Cody Pratt Austin Rooke Jose Ruiz
 Dylan Sharpe Nathan Smith Steven Stewart
 William Stokes Tyler Szewczyk
 Jonathan Webster Christopher Moore

IMPORTANT NOTICE

Are your Emergency Contacts in Paychex Up To Date?

It's important that the Human Resources department has accurate information regarding your emergency contacts. Please check now and update your emergency contacts via Paychex.

1. Log in to your Paychex account
2. Choose 'My Profile'
3. Choose the 'Personal' tab
4. Scroll down the page to add, delete or modify your emergency contacts

It is important that Human Resources have at least one emergency contact listed for you. However, you may list more than one.

If you require assistance, please reach out to Human Resources at 352-674-1905.



February



February



Brittany Wilkinson	1	Risk Management	Michael Harris	15	Property Management
Herbert Harding	1	Recreation	Wayne Wescoe	16	Recreation
Carol Donato	2	Recreation	Frances Ryan	16	Community Watch
Rhonda Goswick	2	Recreation	David Gipp	16	Community Watch
Ernest Stevens	2	Recreation	Mary Ellen Bowgren	16	Finance
Jacob Sharp	2	Public Safety	Jonathan Webster	16	Public Safety
Thomas Chinske	3	Recreation	Jennifer Farlow	17	Administration
Jeffrey White	3	Recreation	Eugene Graney	17	Recreation
Tracy Osborne	3	Recreation	Loni Gosnell	17	Recreation
Harold Shelton	3	Community Watch	Carlos Perrone	17	Recreation
Casey Dyer	3	Public Safety	Skye Radampola	17	Recreation
Deborah Fitzpatrick	4	Recreation	Madison Tucker	17	Recreation
Melinda Hallquist	4	Recreation	Bruce Turner	18	Recreation
Thomas McGinty	4	Community Watch	Rachel Tillotson	19	Recreation
Sharon Gwin	4	Community Watch	Deborah Ogle	19	Community Watch
Christina Pittsley	4	Community Watch	William Thornton	20	Recreation
Jean Carroll	5	Recreation	Michael Halpin	20	Community Watch
Mary Ebner	5	Recreation	Janice Collom	21	Recreation
Bradley Eckert	5	Recreation	Cheryl Pierce	21	Recreation
Nancy Erich	5	Community Watch	George Pezick	21	Community Watch
Barbara Mercer-Poll	5	Finance	Angela Cupp	22	Recreation
Gene Wine	5	Public Safety	Michael Burleson	22	Recreation
Daniel McConnell	6	Recreation	Colin St Germain	22	Recreation
Rosalie Battaglia	6	Community Watch	Jack Winters	22	Executive Golf
James Brown	6	Community Watch	Crystal Ford	23	Purchasing
Kathleen Godfrey	7	Purchasing	Brian Emigh	23	Recreation
Albert Page	7	Community Watch	Sharon Stevens	23	Recreation
Barry Brown	7	Community Watch	Margaret Adler	23	Community Watch
Kyle Forchion	7	Public Safety	James Cote	23	Community Watch
Christopher Trace	8	Property Management	Carol Indermuehle	24	Recreation
Charles Carr	9	Recreation	Geoffrey Martz	24	Public Safety
James Hodge	9	Community Watch	Kimble Billingsley	24	Public Safety
Nicole Francik	9	Finance	Robert Wilkerson	26	Recreation
Stuart Venables	10	Public Safety	Richard Toole	26	Recreation
John Hartley	11	Recreation	Connie McCormick	26	Recreation
Dale Cash	13	Recreation	Steven Pierce	26	Recreation
James Dyer	13	Community Watch	John Rohan	26	Recreation
Robert Pasqua	14	Recreation	Gloria Sperazza	26	Community Watch
Donald Klein	14	Recreation	Linda De Luca	26	Community Watch
Barbara Wysocki	14	Recreation	Donald Jeffrey	27	Recreation
Joseph McKenna	14	Recreation	Quenton Jones	27	Recreation
Daniel Kenny	14	Property Management	Thomas Convery	27	Community Watch
Jackie Tuggerson	14	Public Safety	Jonathan Hartman	27	Public Safety
Bryan Johnson	15	Recreation	Michael Noss	28	Customer Service
Donald McKechney	15	Recreation	Douglas Butz	28	Recreation
Carmine Presepio	15	Community Watch	Patrick Ryan	28	Community Watch
Thomas Scoville	15	Community Watch	Jason Weis	29	Public Safety
			Maxwell Cantor	29	Public Safety

Happy February Anniversary! Thank You For Your Service!

John Trongon	Recreation	02/28/2000	21	Robin Santangelo	Recreation	02/27/2017	4
Deborah Hurtt	Recreation	02/15/2006	15	Thomas Ladow	Community Watch	02/27/2017	4
Robert Wilkerson	Recreation	02/15/2006	15	Janet Oric	Community Watch	02/27/2017	4
George Tule Jr	Community Watch	02/14/2007	14	Jennifer Cole	Finance	02/27/2017	4
Steven Waitzman	Community Watch	02/21/2007	14	Gary Margocs	Recreation	02/26/2018	3
Regina Demarco	Recreation	02/03/2010	11	James Morton	Recreation	02/26/2018	3
Gayle Gibson	Recreation	02/03/2010	11	Dennis Teasley	Recreation	02/26/2018	3
Carmen Seebald	Recreation	02/10/2010	11	Kenneth Toman	Recreation	02/26/2018	3
Deborah Franklin	Human Resources	02/15/2010	11	Rodney Weaver	Recreation	02/26/2018	3
Joyce Bartlett	Community Watch	02/17/2010	11	Paula Smith	Community Watch	02/26/2018	3
Jason McInturf	Public Safety	02/17/2010	11	Anton Dawson	Public Safety	02/26/2018	3
Joseph Schenk	Public Safety	02/17/2010	11	Tanner Gaddy	Public Safety	02/26/2018	3
Dale Hetsko	Recreation	02/24/2010	11	Jonathan Hartman	Public Safety	02/26/2018	3
Donald Jeffrey	Recreation	02/24/2010	11	Joshua Hayes	Public Safety	02/26/2018	3
Nichole Leonardi	Public Safety	02/01/2012	9	Jacob May	Public Safety	02/26/2018	3
Wesley Roe	Public Safety	02/01/2012	9	Derick Pierce	Public Safety	02/26/2018	3
Jessie Flynn	Recreation	02/04/2013	8	Jack Pike	Recreation	02/25/2019	2
Carol Martin	Community Watch	02/04/2013	8	Edward Sobeck	Recreation	02/25/2019	2
John Bellante	Recreation	02/18/2013	8	David Souza	Recreation	02/25/2019	2
Christine Brown	Recreation	02/02/2015	6	Dakotah Tucker	Recreation	02/25/2019	2
Christopher Bradford	Public Safety	02/16/2015	6	Sean Cody	Community Watch	02/25/2019	2
David Gomez	Public Safety	02/16/2015	6	Robert Doherty	Community Watch	02/25/2019	2
Vince Rados	Public Safety	02/16/2015	6	John O'Connell	Community Watch	02/25/2019	2
Ryan Rushing	Public Safety	02/16/2015	6	Peter Bratkovich	Public Safety	02/25/2019	2
Eduardo Villagomez	Public Safety	02/16/2015	6	Jackson Brecklin	Public Safety	02/25/2019	2
Dalton Zink	Public Safety	02/16/2015	6	Clyde Christian	Public Safety	02/25/2019	2
Donna Schultz	Administration	02/01/2016	5	Lee Longo	Public Safety	02/25/2019	2
Mary Helen Burch	Recreation	02/15/2016	5	Robert Rivers	Public Safety	02/25/2019	2
Bradley Eckert	Recreation	02/15/2016	5	Hunter Scherr	Public Safety	02/25/2019	2
Deborah Fitzpatrick	Recreation	02/15/2016	5	Megan Conatser	Public Safety	02/03/2020	1
Lenette Kendzior	Recreation	02/15/2016	5	Sean Murray	Recreation	02/10/2020	1
Mary Leach	Recreation	02/15/2016	5	George Rega Jr	Community Watch	02/10/2020	1
Roger Loomis	Recreation	02/15/2016	5	Joseph Young	Community Watch	02/10/2020	1
Robert Stone	Recreation	02/15/2016	5	Julie Davie	Property Management	02/10/2020	1
Margaret Twidale	Recreation	02/15/2016	5	George Eiche	Finance	02/10/2020	1
James Dolan	Recreation	02/29/2016	5	Jeffrey Givens	Recreation	02/24/2020	1
Nicholas Ellis	Community Watch	02/29/2016	5	Michele Keiser	Recreation	02/24/2020	1
Lawrence Forson	Community Watch	02/29/2016	5	Alicia Kocher	Recreation	02/24/2020	1
Gary Pearce	Community Watch	02/29/2016	5	Yajaira Perez	Recreation	02/24/2020	1
Gregory Simar	Community Watch	02/29/2016	5	Daniel Sciacchetano	Recreation	02/24/2020	1
Jaime Cooper-Rodriguez	Finance	02/13/2017	4	Kenneth Shue	Recreation	02/24/2020	1
George Akerley	Recreation	02/27/2017	4	Morgan Strayer	Recreation	02/24/2020	1
Norman Hager	Recreation	02/27/2017	4	Linda Deaton	Community Watch	02/24/2020	1
Charles Manning	Recreation	02/27/2017	4	Steven Nigro	Community Watch	02/24/2020	1
				Roger Rolph	Recreation	06/29/2020	1

Recognizing Our Core Values In Action!

A resident called to recognize **Esta Knipper, Billing & Collection Technician**. "I called Utilities about 10 days ago regarding a spike in my irrigation bill. I didn't get the name of the employee who answered. She was very attentive to my concern, promised to look into the matter and called me back later to tell me the problem had been solved and my bill would be adjusted. I just want to get a message to the employee to let her know how much I appreciate the time and attention she gave on my behalf. She's one more reason why The Villages is such a great place to live."

The Public Safety department was recognized and thanked for saving a resident's life. "I would like to thank everyone at The Villages Fire Department for responding to my 911 call. They saved my life and for that I am eternally grateful. I have stage 4 COPD and they worked in unison with oxygen and IVs. I am currently doing much better. Again my wife and I both thank you. God bless your team."

Utilities Customer Service was recognized for their outstanding service. "Thank you for your continued excellent attention and service during this different, difficult and most challenging year! Be well and be safe in the new year 2021. With sincere gratitude and blessings!"

Recreation & Parks News

St. Catherine Recreation Area

On Thursday, January 14th, Recreation & Parks along with local residents opened the St. Catherine Recreation Area. This marks the 100th pool managed by the department. St. Catherine also features shuffleboard courts, bocce, corn toss, as well as a picnic pavilion and pathway that leads to trails which run throughout the community. The neighborhood recreation area offers a picturesque waterfront view of a pond surrounded by oak and palm trees.



HAPPY RETIREMENT

With almost twenty years with Recreation & Parks, Bobby Pasqua has held various positions in Special Events, with his last as Recreation Supervisor-Special Events. Everyone he worked with and assisted will miss his cheerful personality and warm smile; he was definitely an asset for the department and the District. We wish Bobby and his wife the best during their retirement!



Finance

Way to go

Sharon Owens, Finance Records Specialist, is happy to share with us her celebration of successfully completing both chemotherapy and radiation treatments. She completed her final daily radiation treatments on Monday, January 4th. Way to Go Sharon - you Rock! You are an inspiration to us all!



Ring the bell - signaling final treatment!

February is...
AMERICAN HEART MONTH



Each February, we celebrate American Heart Month by motivating Americans to adopt healthy lifestyles to prevent heart disease. Focusing on your heart health has never been more important. People with poor cardiovascular health are also at increased risk of severe illness from COVID-19. Research shows that we're more successful at meeting personal health goals when we join forces with others. When we take care of our hearts as part of our self-care, we set an example for those around us to do the same.

Heart disease is a leading cause of death in the United States, causing one in four deaths each year. But there's a lot you can do to live a heart-healthy life— and connecting with others can make your efforts even more successful.

How to start:

Move more

Get at least 2½ hours of physical activity each week—that's just 30 minutes a day, 5 days a week. In addition, do muscle strengthening exercises at least 2 days a week. Can't carve out a lot of time in your day? Try 5, 10, or 15 minutes a few times a day. **Some physical activity is better than none.** Get creative! Invite a colleague to keep you on track. Text each other a reminder to go for a walk or take an online exercise class together. Grab your kids and do jumping jacks, shoot some hoops, or dance.



Eat healthy foods

A healthy diet that is low in sodium and saturated fat is key to heart disease prevention.

- ◆ Eat vegetables, fruits, and whole grains
- ◆ Eat fish, poultry, beans, nuts, vegetable oils, and fat-free or low-fat dairy products
- ◆ Limit foods that are high in saturated fat and sodium
- ◆ Limit sugar and other sweeteners.

Get healthy, together! When you get fast food, ask for a salad instead of fries, and don't get the "deluxe" sandwich. Start your meal with a salad or appetizer of veggies so you'll have something healthy first. Studies suggest that we tend to eat like our friends and family. Your healthy choices may inspire those around you!



(continued...)

Aim for a healthy weight.

Being overweight is hard on your heart. It increases your risk of having heart disease, a stroke, high cholesterol, high blood pressure, and diabetes. Choosing heart-healthy foods and getting regular exercise will help you achieve and maintain a healthy weight. A study of one popular weight loss program showed that participants who were the most connected with others in the program's online community lost the most weight. Join an online weight loss program with a buddy, or sign "social support" agreements with three family members or friends



Quit smoking



The chemicals in tobacco smoke harm your heart and blood vessels in many ways. Quitting is hard, but many people have succeeded, and you can too. Set a quit date and let those close to you know about it. Ask your family and friends for support in your effort.

Tip: To keep your hands busy and be with others when you get urges, consider taking an online class for an activity like sewing, knitting, woodworking, art, or music.

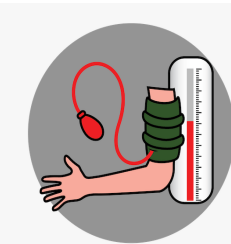
Reduce stress and improve sleep

Stress can contribute to high blood pressure and other heart risks. Not getting enough sleep or regularly getting poor quality sleep increases the risk of having high blood pressure, heart disease, and other medical conditions. Aim for 7–8 hours of sleep a night. Practicing meditation, being more physically active, doing relaxation therapy, and talking with someone you trust can help you cope with stress and sleep better



Know your numbers

Meet your heart health goals by keeping track of how much you exercise, your blood pressure, your cholesterol numbers—all of which can impact your heart health—and tell your doctor how you're doing. Keeping a log of your blood pressure, weight goals, physical activity, and if you have diabetes, your blood sugars, will help you stay on a heart-healthy track. Visit your physician yearly, even when you are young and healthy.



Taking care of your heart is taking care of yourself.

This February, choose to have a healthy heart!

Source: <https://www.nhlbi.nih.gov/health-topics/education-and-awareness/heart-month>





America Saves Week 2021 takes place February 22-26. This annual celebration calls on everyday Americans to commit to save successfully. If you have yet to sign up, here's your chance!

What is America Saves Week?

America Saves Week is a widely recognized national campaign where thousands of organizations join together to collectively encourage their communities to focus on their individual financial wellness. Over the course of a week America Saves covers money-related topics from a relatable, down-to-earth, positive perspective. Savers end the week with tools, resources, and clarity on their current financial situation, new savings goals, and a realistic plan to achieve them. There are 1,500 other organizations who have already signed up for this unique opportunity to be a part of a larger national conversation around saving successfully.

Who can participate?

The America Saves pledge is the central tool that allows savers to set a goal, and make a plan to achieve better financial stability. Anyone can participate by making the pledge to save. Visit <https://americasaves.org/for-savers/pledge> to make a plan to pledge to yourself and create a simple savings plan that works. After completing the pledge, America Saves will send you short email and text reminders, resources and tips to keep you on track toward your savings goal. Become part of an entire community of savers. Get started now!

The America Saves website <https://americasaves.org/> also has great resources for you to utilize, including:

- Five saving strategies*
- Creating a budget*
- 54 ways to save money*
- Finding money to save*
- Save for emergencies*
- Financial products*
- Saving at tax time*
- How to save automatically*
- Newsletters*
- Saving links*



Improving Ventilation in Your Home

Staying home with only members of your household is the best way to keep COVID-19 particles out of your home. However, if a visitor needs to be in your home, improving ventilation (air flow) can help prevent virus particles from accumulating in the air. Good ventilation, along with other preventive actions, like staying 6 feet apart and wearing masks, can help prevent you from getting and spreading COVID-19.

Information provided by www.cdc.gov.

Filter the air in your home.

If your home has a central heating, ventilation and air conditioning system (HVAC, a system with air ducts that go throughout the home) that has a filter, do the following to help trap virus particles:

- In homes where the HVAC fan operation can be controlled by a thermostat, set the fan to the “on” position instead of “auto” when you have visitors. This allows the fan to run continuously, even if heating or air conditioning is not on.
- Use pleated filters. They are more efficient than ordinary furnace filters and can be found in hardware stores. They should be installed initially with the HVAC system by a professional, if possible. If that is not possible, carefully follow the manufacturer’s instructions to replace the filter yourself.
- Make sure the filter fits properly in the unit.
- Change your filter every three months or according to the manufacturer’s instructions.
- Ideally, have the ventilation system inspected and adjusted by a professional every year to make sure it is operating efficiently.

Bring in as much fresh air into your home as possible.

Bringing fresh outdoor air into your home helps keep virus particles from accumulating inside.

- If it’s safe to do so, open doors and windows as much as you can to bring in fresh, outdoor air. While it’s better to open them wide, even having a window cracked open slightly can help.
- If you can, open multiple doors and windows to allow more fresh air to move inside.
- Do not open windows and doors if doing so is unsafe for you or others (for example, presence of young children and pets, risk of falling, triggering asthma symptoms, high levels of outdoor pollution).
- If opening windows or doors is unsafe, consider other approaches for reducing virus particles in the air, such as using air filtration and bathroom and stove exhaust fans.

Use fans to improve air flow.

- Place a fan as close as possible to an open window blowing outside. This helps get rid of virus particles in your home by blowing air outside. Even without an open window, fans can improve air flow.
- Point fans away from people. Pointing fans toward people can possibly cause contaminated air to flow directly at them.
- Use ceiling fans to improve air flow in the home whether or not windows are open.

Turn on the exhaust fan in your bathroom and kitchen.

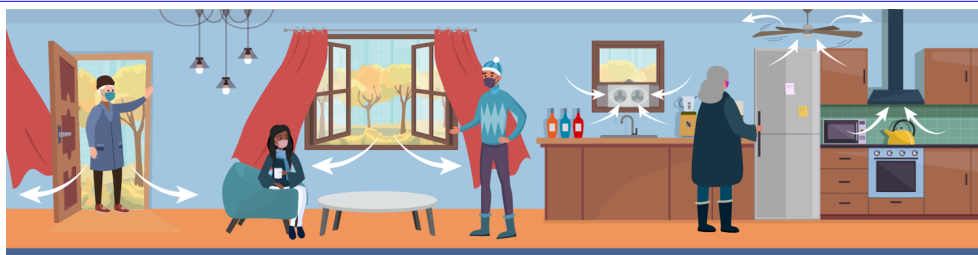
Exhaust fans above your stovetop and in your bathroom that vent outdoors can help move air outside. Although some stove exhaust fans don’t send the air to the outside, they can still improve air flow and keep virus particles from being concentrated in one place.

- Keep the exhaust fan turned on over your stovetop and in your bathroom if you have visitors in your home.
- Keep the exhaust fans turned on for an hour after your visitors leave to help remove virus particles that might be in the air.

Limit the number of visitors in your home and the time spent inside.

The more people inside your home, and the longer they stay, the more virus particles can accumulate.

- Limit the number of visitors in your home.
- Try to gather in larger rooms or areas where you can stay at least 6 feet apart.
- Be sure that everyone wears a mask while visitors are in your home. This includes the visitors as well as the people who live in your home.
- Keep visits as short as possible.
- Follow additional recommendations for hosting events, located at www.cdc.gov.





DISTRICT UNIVERSITY
Training & Development Programs: February 2021
 All professional development training workshops are open to all District Staff members.



Class Title	Instructor	Class Info	Relevant to	Date	Time	Location
New Hire Orientation	Varied District Staff	Welcome to the Team! This class provides new team members with a wide range of topics to help ou navigate your first 60 days as a member of the team. Topics covered include District Core Values, Mission Statement, policy & procedures, diversity & inclusion, and safety practices.	<i>NEW HIRES</i>	February 8 & 22	8:00am To 12:30pm	8th at SeaBreeze 2384 Buena Vista Bld 22th at Colony Cottage 510 Colony Blvd.
CDD Orientation	Varied District Staff	What is a “Community Development District” & how does it operate? Attendees will gain a better understanding of this Special Purpose form of government entity, along with important community information regarding the people, services & supporting entities that help make up “The Villages”.	<i>All New Hires</i> Mandatory <i>within 30 days of employment</i>	TBD at this time	10:00am To 12:00pm	District Offices 984 Old Mill Run
Built to Last	Deborah Franklin Director, Human Resources & Strategic Planning	What separates “good” organizations form “great” ones? Based on the concepts from the book “Built To Last”, this class takes reinforces how our District Core Values serve as a compass to guide each of us, regardless of position, in providing responsive, responsible customer service that separates us as a great organization .	<i>All New Hires</i> Mandatory <i>within 60 days of employment</i>	February 24	9:00am To 11:00am	Laurel Manor Recreation Center 1985 Laurel Manor Drive
Public Records & Ethics	Brionez & Brionez	Each of us, as members of the District, are responsible in our positions to be aware of and fully understand what information is protected under Public Records Law, how long to retain certain records, how to handle public records requests and Government Sunshine Laws.	Mandatory <i>for all District Staff.</i> <i>Attendees will be assigned by their department.</i>	February 11	9:00am To 12:00pm	Webinar

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 (352-750-8203)**
- **All Recreation staff:**
Contact **Anita Douglas (352-674-1800)**
- **All Finance staff:**
Contact **Linda Sojourn (753-0421)**
- **All other District staff:**
Contact **Human Resources** Angela.Pattillo@DistrictGov.org

The Villages®

Community Development Districts

It is the responsibly of each of us to take good care of ourselves, each other and our guests. Please keep to the following:



As always, if you have a health concern, check with your health care provider prior to returning to work.



If you are sick, or have symptoms of fever, cough, shortness of breath or recently exposed to COVID-19 please do not come to work until you have doctor clearance. Contact your supervisor or HR.



Stay at least 6 feet away from others (social distancing), always keeping this minimum space between yourself and others.



Wear a mask and appropriate attire for the activity.



Wash your hands with soap and water frequently (20 seconds or longer).



Bring your own water bottle.



Consider bringing your own Hand Sanitizer and disinfectant wipes.



Cover coughs and sneezes with tissue then throw tissue in trash.



Avoid touching, eyes, nose and mouth.



Clean & disinfect frequently touched objects & surfaces.



Bring your own equipment/supplies conducive to the activity.

For the public health and safety of others, The District reserves the right to restrict access to use of facility and activities. Be flexible as facility operations, attendance numbers, services, and centers are subject to change and/or be restricted, closed or limited. All information is subject to change as additional information is received by the CDC and the Florida Department of Health.

For more information contact your supervisor, or Human Resources.
HumanResources@DistrictGov.org

Hospitality | Stewardship | Creativity & Innovation | Hard Work