

the **PENCOR** *Report*

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What is a Compromised Email?

WHEN AN EMAIL ACCOUNT HAS BEEN "HACKED"/COMPROMISED, IT MEANS THAT SOMEONE LIKELY HAS UNAUTHORIZED ACCESS TO THAT ACCOUNT USUALLY DUE TO A VIRUS OR MALWARE INFECTION, PHISHING, WEAK PASSWORDS OR SHARED PASSWORDS.

Why would anyone target an email account and what can happen once an account is compromised?

- > Email is easily circulated. Forwarding e-mail is so simple that viruses can quickly infect many machines. Most viruses don't even require users to forward the email—they scan a users' computer for email addresses and automatically send the infected message to all of the addresses they find. Attackers take advantage of the reality that most users will automatically trust and open any message that comes from someone they know.
- > Almost any type of file can be attached to an email message, so attackers have more freedom with the types of viruses they can send.
- > Some email programs have the option to automatically download e-mail attachments, which immediately exposes your computer to any viruses within the attachments.

What does PenTeleData do when a compromised email occurs?

At PenTeleData, when we notice that an e-mail account has been hacked/compromised, that means that someone likely has unauthorized access, so it becomes necessary to stop that account until the problem is resolved to prevent further damage to our network and unauthorized access to other email accounts.

What precautions does PenTeleData take to prevent compromised email accounts?

We run anti-virus and anti-spam systems to help protect against phishing, viruses, SPAM, and malware on our e-mail servers. We have host and network intrusion detection systems to identify and prevent our servers from getting hacked. We also maintain firewalls and keep server software and/or Operating System patches up to date.

What steps should customers take to prevent compromised email?

It's VERY important for our customers to help too. We recommend using current virus protection software and a current operating system every computer. Then, create strong passwords, change them frequently and don't share them with anyone. Last, beware of any email or pop-up box that asks for personal information.

PENCOR'S FAMILY OF COMPANIES:

Blue Ridge Communications
TV-13/TV-11
PenTeleData
Pencor Super Store
Pencor Wireless
Penn's Peak
Penn's Peak Radio | Roadies | No Peaking
Palmerton Long Distance
Palmerton Telephone Company
Times News | East Penn Publishing
TN Printing
Pencor Construction
Pencor Electric
Claude's Creamery

FEBRUARY**45 years**

Thomas Lager – Palmerton
Telephone

15 years

Scott Hoppel – PenTeleData

5 years

Erica Cabrera – Blue Ridge
Stroudsburg

Michael Driscoll - PenTeleData

Retirees for February

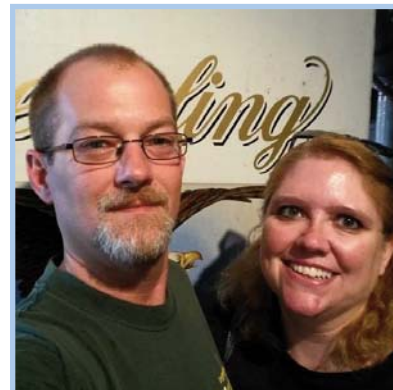
Mary Gaal – 26 years
Times News

Ron Gower – 37 years
Times News

Linda Koehler – 12 years
Times News

EMPLOYEE FUN FACTS**CATHY SHINKO, RECEPTIONIST, PENTELEDATA**

1. Cathy and her husband Steve live in Tamaqua.
2. She has one daughter, Samantha, and three grandchildren, Logan, Billy, and Sadie.
3. She has one dog, named Midnight, and two cats, Pudder and Tiger Lily.
4. She attended Tamaqua Area School District until high school and graduated from Marian High School.
5. A typical Friday night is "date night" for Cathy and Steve. They usually visit one of her favorite restaurants, DiMaggio's in Tamaqua.
6. She attended the World Series with her dad in 1993. The game went 15 innings and many people went to bed thinking the Phillies won and learned of their loss the next morning.
7. If Cathy could visit anywhere in the world, she would choose Ireland because she is interested in her heritage.
8. In her spare time, Cathy enjoys cross-stitching and spending time with family and friends.
9. Her first job was as a file clerk at Air Products.
10. She describes the best part of her job at PenTeleData as "meeting our customers and seeing my coworkers."



The Pencor family of companies recently lost a valued friend and long-time employee, David Dailey, Sr. Dave retired in 2013 after 46 years of service with Palmerton Telephone Company. In addition to his time at work, he volunteered as an orderly for the Palmerton Hospital for over 15 years, served as co-chairman of the Palmerton Community Festival, helped at Carbon County Fair and assisted the Palmerton Lions Club. He was also an Army veteran of the Vietnam War Era, having served in Germany and attaining the rank of SP/4.

**HR Corner****Employee Benefit Statements**

A benefit statement is a personal summary of an employee's benefits, including an estimate of the cost to provide those benefits. Pencor employees recently received a statement that included the details of benefits for 2013. Although many of us know our hourly rate of compensation or salary, some of the lesser known employer contributions are often not recognized or remain "unspoken". This statement includes the rest of the story, or the "hidden paycheck" each of us receive, such as medical, dental, life insurance and vision benefits, flex plan benefits, pension, holiday pay, vacation days, sick time, Social Security taxes and more.

If you have questions regarding this statement, please contact Human Resources.



WELL, WELL, WELL

WELLNESS UPCOMING EVENTS

2014 - 2015 SEASONAL FLU SHOT

**FOR ALL FULL-TIME,
NON-UNION EMPLOYEES AND
THEIR DEPENDENTS ON PENCOR'S
BENEFIT PLAN:**

If you choose to receive the vaccine **at your doctor's office**, the vaccine is covered under Pencor's benefit plan.

If you would like a flu shot voucher for Rite Aid Pharmacy or info for Newhard Pharmacy in Northampton, please email
jlreinhard@pennspeak.com

Remember to take picture ID with you when you go to the pharmacy. Rite Aid and Newhard can only vaccinate people 18 years of age or older.

If you choose to receive the vaccine at another location, Pencor will reimburse you the cost of the vaccine **up to an amount of \$30.00.**

To receive reimbursement, please submit the paid invoice, your name, and home address to
ethompson@pencor.com.

COMING NEXT MONTH:

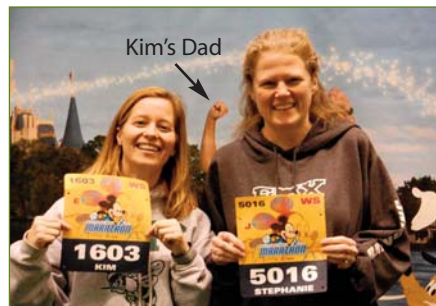
Eat 5-A-Day Every Day Challenge!



"HEY, IS THAT A PENCOR EMPLOYEE?"

SIMILAR TO THE "I DID IT!" FEATURE, "HEY, IS THAT A PENCOR EMPLOYEE?" WILL PERIODICALLY BE A PART OF THE WELLNESS SECTION OF THE PENCOR REPORT.

It is simply a few words and/or picture of Pencor Employees living a healthy, active lifestyle! If you or a co-worker has something to share, please send to jlreinhard@pennspeak.com



TWO PENCOR EMPLOYEES RECENTLY ANSWERED THE POPULAR QUESTION: "WHAT ARE YOU GOING TO DO IF YOU...?" THEY SHOUTED "I'M GOING TO WALT DISNEY WORLD!" LAST MONTH KIM CLEMENTS - PENN'S PEAK AND STEPHANIE HAMMER - PENTELE-DATA, ALONG WITH KIM'S DAD, RAN THE WALT DISNEY WORLD MARATHON IN ORLANDO, FLORIDA. KIM SAID, "WE GOT REALLY LUCKY AND HAD BEAUTIFUL WEATHER." SHE FINISHED THE RACE IN JUST OVER 4 HOURS!

STEPHANIE EXPLAINED, "IT WAS AN AMAZING EXPERIENCE, AND I'M VERY PROUD TO SAY THAT I DID IT. SHARING THE EXPERIENCE WITH KIM AND HER DAD MADE IT EVEN BETTER!"

PENCOR FEBRUARY TEAM CHALLENGE: COMPLETE AN AEROBIC MILE-PER-DAY!

NINETEEN TEAMS OF FOUR ARE EMBARKING ON THIS HEART-HEALTHY CHALLENGE.

THE CHALLENGE DETAILS ARE COURTESY OF WELL STREET PARTNERS.

The challenge began on Feb. 1, 2015 and will conclude on Feb. 28, 2015. The goal is for each person on a team to complete at least 1 aerobic mile-per-day. An aerobic mile is achieved by completing a certain number of minutes of an activity, at a selected pace, continuously for a specified time. For example:

20 minutes of cycling at an easy pace = 1 aerobic mile.

15 minutes on an elliptical at a moderate pace = 1 aerobic mile.

8 minutes of jogging at a vigorous pace = 1 aerobic mile.

Each team member is responsible for recording the number of aerobic miles he or she achieves each day. Each team captain is responsible for recording each team member's miles and submitting it on a form each week. Each week team totals will be posted.

1 point will be awarded to individuals for every aerobic mile achieved up to a maximum of 3 points/day. However, participants are encouraged to complete as many aerobic miles/day as they wish.

"Gold" status (everyone on a team has a monthly total of at least 28 aerobic miles) is the highest level of achievement that will be recognized.

"Silver" status (everyone on team has a monthly total of at least 19 aerobic miles) is the second level of achievement that will be recognized.

"Bronze" status (everyone on team has a monthly total of at least 10 aerobic miles) is the third level of achievement that will be recognized.

Certificates of Achievement will be given to teams at each level. A random drawing will be held among teams at each level to determine three prize winning teams.

Good Luck to all our teams!





HEALTHWAYS™ FITNESS YOUR WAY - JOIN THIS MONTH AND \$25 ENROLLMENT FEE IS WAIVED

- > Available to Capital BlueCross members
- > Sign up for Healthways membership at:
<https://www.blue365deals.com/>
- > Membership card grants access to participating fitness centers nationwide
- > Membership is \$25 per month with a 3 month commitment
- > \$25 covers a basic membership
- > If have questions, call
1-888-242-2060
- > Participants in this program are still eligible for the Pencor reimbursement program

WELL, WELL, WELL

WELLNESS UPCOMING EVENTS

Pencor GYM/FITNESS CENTER Use Incentive - *GET READY FOR SPRING 2015!*

For the months of January 2015 – April 2015

If you are a FULL-TIME, NON-UNION EMPLOYEE ON PENCOR'S BENEFIT PLAN, Pencor will reimburse up to \$15.00 per month* that a gym/fitness center is used a minimum of 8 dates that month.

Reimbursement will occur at the end of the 4 month period.

For example: If you meet the above criteria for 1 mos., you will be reimbursed \$15.00; for 2 mos., \$30.00; for 3 mos., \$45.00; and for 4 mos., \$60.00.

Use = Personal Workout completed OR Fitness Class attended

PLEASE UNDERSTAND THAT TO QUALIFY, THE WORKOUT MUST TAKE PLACE IN A GYM/FITNESS CENTER. RECREATIONAL ACTIVITIES, THOUGH THEY MAY BE OF PERSONAL BENEFIT, DO NOT QUALIFY FOR THE REIMBURSEMENT.

Documentation needed for reimbursement:

1. A printout from your gym of workout dates or class dates (minimum of 8 dates/ month) attended. Alternatively, you may submit a calendar of workout dates or class dates (minimum of 8 dates/month) signed by gym owner/personnel/instructor.
2. Receipts for your monthly payments. At the end of the four month period, please send completed documentation to Joan Reinhard at 613 Third St. Reimbursement checks will be sent to your home address. **Please allow 20 days from submission of documentation until you receive your check.**

Have a great workout!

**If the total monthly cost of gym membership/classes is less than \$15, the amount paid by the employee will be the amount reimbursed.*



KEEPING AN EYE ON: Sodium

Source: Oldways and the Oldways Nutrition Exchange.
www.oldwayspt.org

Maintaining a healthy blood pressure level is important for keeping your heart healthy. Sodium in our diet may affect our blood pressure, and when we eat too much of it, we retain fluids, making our heart work harder to pump blood through our system.

Current dietary guidelines say most adults should consume at most 1500-2300mg of sodium per day (that's 2/3 teaspoon to 1 teaspoon of salt). But many of us eat twice that amount without even realizing it. According to the American Heart Association, about 12% of the sodium in our diet comes from the fresh foods we eat - fruits, vegetables, lean protein, nuts and seeds; 75% comes from processed foods, such as deli meats, frozen dinners, and salted snacks, and the remaining 13% comes from salt that we add during cooking or at the table.

Sodium in the diet:

12% from fresh foods - fruits, vegetables, lean protein, nuts and seeds	75% from processed foods, such as deli meats, frozen dinners, and salted snacks	13% from salt added during cooking or at the table
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Nutrition Facts Panel - Be sure to check the Nutrition Facts Panel on packaged foods so you'll know just how much salt is in each serving. Check different brands of similar foods and compare sodium levels as one brand may be lower than the others.

Ingredient List - Check the Ingredient List, too. Words such as soda (which is sodium bicarbonate or baking soda); sodium, sodium nitrate, sodium citrate, salt, monosodium glutamate [MSG] and sodium benzoate, tell you that the product contains sodium.

Fresh Foods and Cooking - Eating a balanced diet filled with fresh foods and cooking at home can help decrease your sodium intake. When stocking your pantry, look for items that are low in sodium and sugar (or better yet, no sodium or sugar). Canned beans are a great heart-healthy staple to keep on hand. If you can't find a low-sodium version at your store, you can reduce the amount of the sodium by up to 40% when you rinse and drain the beans thoroughly before using them.

Food with Excess Sodium - The foods below contribute the most to excess sodium in our diets, so read labels carefully and watch portion size, or eat these less frequently. Some processed soups and restaurant dishes can contain half- or even a full day's sodium in one serving!

- Commercial breads and rolls
- Cold cuts and cured meats
- Cheese
- Meat

While fresh beef, pork, chicken and turkey are naturally low in sodium, many processors sell "enhanced" products which are essentially marinated in salt water.

- Pizza
- Processed snack foods
- Processed soups
- Restaurant food

Restaurants often add much more salt and fat to their foods than you would at home. Here are a few strategies when eating out:

- > Let your server know you'd like low-sodium choices and ask for recommendations
- > Select grilled rather than fried foods
- > Order foods without cheese toppings
- > Ask for condiments and salad dressings on the side
- > Consider sharing your entrée with your fellow diner, and have a salad as a side

*"It's choice, not chance that
determines your destiny."*

Jean Nidetch



B. A CEO

Be the CEO of your health. Make your health a top priority and act like the CEO of it. That's right, be the boss, and take responsibility. Many times we are reactive to our health. I have this condition so I will take this medication. What if we were proactive and stopped behavior that jeopardized our health? We would save time and money.

B. Tipped Off

Check out the American Heart Association for information

B. HEART SMART

According to a 2010 CBS news report the National Business Group on Health found the cost of a heart attack is between \$750,000 and 1 million dollars. That includes direct and indirect costs. Generally we tend to be reactive with our health instead of being proactive.

You are the quality control manager of your own health. Many times heart disease shows up long after the damage has been done due to improper quality control. Eating right, exercising, managing stress, sleeping better and taking the appropriate prescribed medications can be the quality control you need to avert a costly heart attack.



B. UNIQUE



Even if you have a twin you may be biochemically different. For example, one of you may have an allergy that the other one doesn't. One thing to remember is what works for one person may not always work for the next. One size does not fit all.

Asking your friend what worked for them may seem like a good idea, so might searching the internet for advice on a particular subject. Is that really such a good idea when it comes to your body and your health? Friends, family and coworkers may mean well but always check with your health care provider before trying the next health fad.

B. DASHED

The DASH diet always gets high marks for being a great lifestyle change that may help control and manage heart disease. It also helps you lose weight in many cases. DASH stands for Dietary Approaches to Stop Hypertension.



147 W. Airport Road • Lititz, PA 17543
Mailing address:
PO Box 5406 • Lancaster, PA 17606
717.723.4600
888.400.4647

Practically Speaking

Dump Your Gym

Let me start by saying I am a proponent of going to the gym. However, not all gyms and trainers are created equal. And now that you may be a month into your resolution let's consider reasons to switch gyms.

1. Broken equipment. Equipment breaks but if an out of order sign is on the piece for more than a week that could be a sign of things to come.
2. No open space. Some places crowd the floor space with trendy equipment and when the place is crowded there is little room to move which could lead to injuries.
3. Crappy employee attitudes. The employees should always make you feel welcome.
4. Dirt. Is the facility clean? Check the locker rooms, the dumbbells and cardio equipment.
5. Cost to use ratio. Low cost may mean poor staff attitudes and lack of upkeep.
6. You are the fittest person in the gym.
7. High pressure sales tactics.

Mark

B. ACTIVE

Keep your heart muscle in good shape by exercising it daily. Using a simple formula you can calculate your target heart rate zones.

$220 - \text{your age} = A$

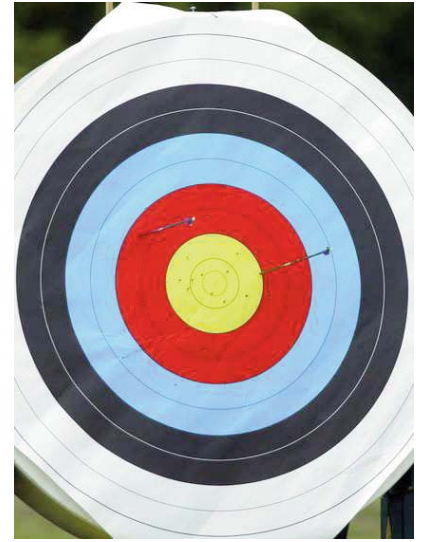
$A \times .6 = 60\%$ of your maximum heart rate

$A \times .7 = 70\%$ of your maximum heart rate

$A \times .8 = 80\%$ of your maximum heart rate

Try spending an hour a week at 60-70%, 2 hours a week at 70-80% and very little time above that.

As always, check with your primary care physician before beginning any exercise program. Also certain medications and conditions may require different zones.



B. NUTRITIOUS



Chocolate Sauce on Berries

- ◆ 2 1/2 oz. bittersweet chocolate chopped into small pieces
- ◆ 1/3 cup unsweetened cocoa powder
- ◆ 1/4 cup dark brown sugar, packed
- ◆ 1 tsp. instant coffee granules
- ◆ 1 cup hot water
- ◆ 1/4 cup agave syrup
- ◆ 2 1/2 tsp. vanilla extract

Makes 7 servings: 1 serving is a 1/4 cup, has 128 calories, 1 gram protein, 25 grams carbs, 4.2 grams of fat, 2 grams fiber.

Directions: Combine first 4 ingredients in a food processor. Process until finely ground. In a small sauce pan stir water and agave syrup together. Bring to a boil. Add the water, agave mixture to the food processor while running and add vanilla. Continue till smooth, scraping down the sides as needed. Transfer to another container and chill for 2 hours before adding your favorite berries.



If you have a question you would like answered, please contact me at mkrug@ConnectCare3.com
www.ConnectCare3.com

