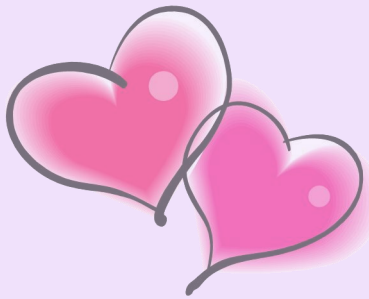


# Employee Newsletter

**February 2020**

## Birthday Wishes

02/09	Karla Kramer	Prosecutor's Office
02/09	Vicki Robinson	Public Admin Office
02/10	Angela Platz	Public Admin Office
02/10	Danica Wallace	Sheriff's Office
02/12	Andrew Boster	Prosecutor's Office
02/22	Tucker Harrington	Sheriff's Office
02/23	Billy Scott	Road & Bridge
02/27	Chase Harrington	Sheriff's Office



## Services Anniversaries

02/04	1 yr	Brennen Bloskovich	Assessor's Office
02/11	2 yrs	Pamela Mihalevich	Sheriff's Office
02/24	1 yr	Jacob Stivers	Sheriff's Office
02/25	2 yrs	Joe Clark	Sheriff's Office
02/25	2 yrs	Jacob Reeves	Sheriff's Office

## Important 2020 Dates

<b>Wednesday February 12</b>	<b>County Offices Closed</b>	<b>Lincoln's Birthday</b>
<b>Monday February 17</b>	<b>County Offices Closed</b>	<b>Presidents' Day</b>
<b>Tuesday March 31</b>	<b>Last Day to Submit</b>	<b>RDA Claims for 2019</b>
<b>Tuesday March 31</b>	<b>Last Day to Submit</b>	<b>FSA Claims for 2019</b>



**EMPLOYEES DO NOT HAVE TO  
REACH OR MEET THEIR DEDUCTI-  
BLE IN ORDER TO SUBMIT FOR  
RDA REIMBURSEMENTS**

### **2019 Reimbursable Deductible Allowance (RDA) Benefit Submission Deadline**

Employees have until March 31, 2020 to take advantage of Group Benefit Services (GBS) Reimbursable Deductible Allowance for any eligible 2019 expenses.

Through RDA, a portion of out of pocket expenses applied to your deductible and co-payments throughout the year can be reimbursed. *For example: A single person with the Base Medical Insurance Plan (\$2500 deductible) can be reimbursed up to \$500 of their paid deductible and co-payments annually.*

To receive a reimbursement, employees simply submit payment receipts and Explanation of Benefits (EOB) statements from the insurance company along with a completed RDA Claim Form to GBS either by mail, fax, or through employee's online GBS account.

Mail: GBS  
1736 E Sunshine Suite 200  
Springfield, MO 65804

FAX: 1(417)883-8261

RDA Claim Forms, for mail or faxed submissions, can be obtained at Human Resources at : (660)234-7914 or [hkelley@adaircomo.com](mailto:hkelley@adaircomo.com).

50% of unused RDA allowances, not claimed by March 31st each year, carries over into the following year with a maximum cumulative carryover limit not to exceed your annual deductible amount.

### **2019 Flexible Spending Account (FSA) Submission Deadline**

You have until March 31, 2020 to submit paper FSA reimbursement forms for any 2019 eligible expenditures. Any 2019 contributions left in your Flexible Spending Account (aka Flexible Benefit Account) will be forfeited after this date. FSA balance information can be found on your GBS online account or you can call GBS at 1(800)995-3569 for account information.

To receive a reimbursement, employees simply submit payment documentation (receipts) along with a completed FSA Claim Form to GBS either by mail, fax or through employee's online GBS account.

Mail: GBS  
1736 E Sunshine Suite 200  
Springfield, MO 65804

FAX: 1(417)883-8261

FSA Claim Forms, for mail or faxed submissions, can be obtained at Human Resources at: (660)234-7914 or [hkelley@adaircomo.com](mailto:hkelley@adaircomo.com).

### **Insurance Cards**

Information about insurance cards:

- Only employees that added coverage and/or dependent coverages will be sent new insurance cards for 2020.
- Medical and prescription coverage, preferred benefits such as lab and radiology information will all be on the same card.
- Members will receive separate cards for dental and vision coverages.
- All insured members have the same Group#.
- All cards will be issued under the EMPLOYEES NAME ONLY (The employee's name will appear on every card- even spouse and dependent cards).
- All insured members will have the same Member ID# (The employee's ID# will be on every card even spouse and dependent cards as claims will all be billed through the employee).
- The insurance cards are small and not all benefits are listed. So it is important that you read through your insurance plan packet prior to visiting your provider. It could save you a lot in out of pocket expenses.

If you have not received your new insurance cards or have issues with your new cards, please contact Human Resources at (660)234-7914 or [hkelley@adaircomo.com](mailto:hkelley@adaircomo.com).



## FREE EYE EXAM

Participants in the GBS Medical Plan can get reimbursed up to \$100\* for eye exams annually **without being enrolled in the supplemental vision coverage.** Employees just need to complete a claim form and submit it to GBS with a paid eye exam receipt. Call Human Resources at (660)234-7914 or email [hkelley@adaircomo.com](mailto:hkelley@adaircomo.com) for information.

*\*Reimbursement amounts (up to \$100) will cover only costs associated with the “regular” eye exam. Additional tests outside of the normal eye exam are not eligible for reimbursement.*

## Federal Tax Form 1095-C

Employees received a form 1095-C with **the January 31, 2020 paychecks.**

Adair County must send an annual statement to all employees eligible for coverage describing the health insurance available to them.

Form 1095-C contains information about who provides health insurance, as well as other information about the health coverage that was offered to you.

Keep your 1095-C for your records with your other important tax documents. While you will not need to attach your 1095-C to your tax return or send it to the IRS, you may use information from your 1095-C to help complete your tax return.

## Life Insurance and Investment Accounts: Are Your Beneficiaries Up-To-Date?

It's important to name and update policy beneficiaries; otherwise, your assets will transfer according to the benefit plan's default beneficiary provision.

It is especially important to update your beneficiaries after life events such as new baby, marriage, divorce, an approaching retirement or job change.

Most full time Adair County employees will need to name beneficiaries for the following benefit plans:

- Group Benefit Services (GBS) Life Insurance
- LAGERS Public Pension
- CERF Public Pension
- Optional CERF Retirement Savings Plans (Administer through Empower Retirement)
  - 457(b) Savings Plan
  - 401(a) Savings Plan

If you are unsure about your current beneficiary designations on file or would like to update your beneficiary designations, please contact Human Resources at (660)234-7914 or email [hkelley@adaircomo.com](mailto:hkelley@adaircomo.com) or you can contact each plan administrator directly using the information below.

GBS- (800)995-3569

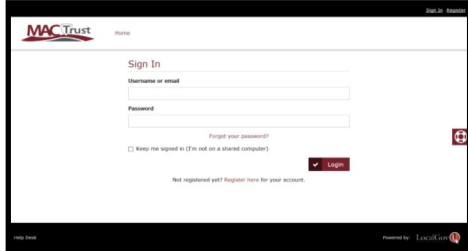
LAGERS- (800)447-4334

CERF Pension- (877)632-2373

CERF Retirement Savings (Empower Retirement)-(800)701-8255

## FREE ONLINE TRAINING (POST APPROVED) MISSOURI ASSOCIATION OF COUNTIES (MAC)

MAC Trust/LocalGovU offers more than 300 courses covering topics ranging from human resources, safety, management, and productivity to law enforcement and corrections.



MAC Trust/LocalGovU now has 105 Missouri POST approved courses (55+ HOURS) for Law Enforcement and Corrections Officers. Each course takes approximately 30 minutes to an hour to complete, and qualifies for 1/2 to 1 HOUR of CEU training credit per course.

Please visit the MAC Trust Online University (LocalGovU) website at: <https://www.localgovu.com/mactrust/> to establish a user account and start taking advantage these free online training courses today!



### ***News From Around the County***

January 25, 2020– Kirksville, Missouri. Several Adair County Law Enforcement Officers were treated to a special night honoring them and their service to the community. We are thankful for your hard work and dedication to Adair County!



Corrections Officer Jared Clay and his wife Chelsie



Deputy Jason Lene with his wife Shona



Sheriff Bob Hardwick with his wife Coe Ann



Deputy Bill Sweitzer with his wife Melissa



## EMPLOYEE SPOTLIGHTS



**Name:** Tracy Salsberry  
**Department:** Sheriff's Office  
**Title:** Sergeant  
**Years of Service:** 15+

### **Briefly describe what you do at work for Adair County:**

Supervise Adair County Deputies, approve reports, send case files to PA's Office for prosecution, bailiff court, arrange transports for prisoners and state extradition, serve civil process & evictions.

### **What do you enjoy most about working for Adair County?**

Helping people & keeping the county safe for all our citizens.

### **What do you enjoy doing when you are not at work?**

Golfing, sports and watching my grandchildren.

### **What is your favorite movie, book, TV or Netflix series?**

Games of Thrones, Vikings, The Sopranos, Sons of Anarchy

### **What is the craziest thing you've ever done?**

Swallowed a live earthworm on a bet.

### **If you could visit anywhere in the world you've never been, where would you go?**

Las Vegas Baby!!!! LOL

### **What are some of your pet peeves?**

People who procrastinate and people who use the word "pet peeves"! 😊

### **What's your secret talent that no one knows about?**

I can write my name forwards and backwards at the same time with each hand.



**Name:** Rose Montgomery  
**Department:** Prosecuting Attorney's Office  
**Title:** Legal Clerk  
**Years of Service:** Almost 2

### **Briefly describe what you do at work for Adair County:**

I keep cases organized by opening new cases and organizing filed cases; monitoring all emails; taking incoming calls; inputting information into our file data base; assisting the public when they come into our office in need of assistance.

### **What do you enjoy most about working for Adair County?**

It's my home away from home. It's a family atmosphere and all of my co-workers are wonderful. They have listened to a lot of my crazy current events. We all seem to get each other. I love the events at Holidays and I seem to always put a face with a voice I hear on the phone. Everyone has been very kind to me.

### **What do you enjoy doing when you are not at work?**

Family first and foremost. I enjoy being outside with my horses, going on adventures with my grandbabies. Playing with my three dogs. In general anything with the people who are most important to me.

### **What is your favorite movie, book, TV or Netflix series?**

Netflix- Heartland

Book- Girl Wash Your Face

Movie- Wild Hearts Can't Be Broken

### **What is the craziest thing you've ever done?**

Side-by-side rides with my son-in-law Jordan. I will never understand why we can't stay out of water or on flat land.

### **If you could visit anywhere in the world you've never been, where would you go?**

Puerto Rico with my family. I would love for my girls to meet all my family there.

### **What are some of your pet peeves?**

Laziness- no need for that. Work for what you want, get off the couch, you only live once.

### **What's your secret talent that no one knows about?**

I can talk & understand my animals? Haha, I don't know, but if I had one, it would most definitely be this. Oh, what fun I would have. 😊