

# Employee Newsletter

## January 2019

### Birthday Wishes

|       |                   |                    |
|-------|-------------------|--------------------|
| 01/02 | Jeff Gottman      | Sheriff's Office   |
| 01/06 | Joni Sharp        | Sheriff's Office   |
| 01/10 | Bob Hardwick      | Sheriff            |
| 01/12 | Lori Smith        | Treasurer          |
| 01/15 | Michael Westbrook | Sheriff's Office   |
| 01/17 | Kim Salter        | Treasurer's Office |
| 01/17 | Mark Thompson     | Commissioner       |
| 01/18 | Robert Atkinson   | Sheriff's Office   |
| 01/18 | Jordin Luthenauer | Juvenile Office    |
| 01/18 | Terry Pearson     | Assessor's Office  |
| 01/20 | Diana Beets       | Collector's Office |
| 01/21 | Mark Shahan       | Commissioner       |



| Important 2018 Dates     |                          |                                   |
|--------------------------|--------------------------|-----------------------------------|
| Wednesday<br>January 1   | County Offices<br>Closed | News Year's<br>Day                |
| Monday<br>January 20     | County Offices<br>Closed | Martin Luther<br>King Jr. Holiday |
| Wednesday<br>February 12 | County Offices<br>Closed | Lincoln's<br>Birthday             |
| Monday<br>February 17    | County Offices<br>Closed | President's Day                   |



### Service Anniversaries

|       |        |              |                     |       |        |                |                     |
|-------|--------|--------------|---------------------|-------|--------|----------------|---------------------|
| 01/01 | 11 yrs | Rob Atkinson | Sheriff's Office    | 01/01 | 25 yrs | Lori Smith     | Treasurer           |
| 01/01 | 13 yrs | Sandy Collop | Clerk               | 01/01 | 11 yrs | Mark Thompson  | Commissioner        |
| 01/01 | 11 yrs | Bob Hardwick | Sheriff             | 01/01 | 11 yrs | Sharon Young   | Sheriff's Office    |
| 01/01 | 11 yrs | Bill King    | Commissioner        | 01/01 | 1 yr   | Mark Shahan    | Commissioner        |
| 01/01 | 17 yrs | Karla Kramer | Prosecutor's Office | 01/03 | 3 yrs  | Tracy Hunter   | Recorder's Office   |
| 01/01 | 5 yrs  | John Malloy  | Sheriff's Office    | 01/11 | 18 yrs | Wanda Sizemore | Clerk's Office      |
| 01/01 | 7 yrs  | Rhonda Noe   | Public Admin Office | 01/09 | 8 yrs  | Angela Platz   | Public Admin Office |
| 01/01 | 15 yrs | Kim Salter   | Treasurer's Office  | 1/14  | 2 yr   | Broxton Powell | Sheriff's Office    |
| 01/01 | 37 yrs | Pat Shoush   | Recorder            | 01/30 | 3 yrs  | Tyler Summer   | Road & Bridge       |

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



### **Reimbursable Deductible Allowance (RDA) Benefit**

County employees need to take advantage of Group Benefit Services (GBS) Reimbursable Deductible Allowance. 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). 2019 expenses can be submitted until March 31, 2020. 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.



## **Group Benefit Services (GBS) now offers direct deposit for employee claim payments**

Employees can now authorize GBS to direct deposit any member received insurance claim reimbursements. Any paper submitted reimbursement claims from Flexible Spending Accounts (FSA), Reimbursable Deductible Allowances (RDA), member paid claims, and provider filed claims payable to members can be paid via direct deposit. Please call or email Human Resources to get the direct deposit application form at (660)234-7914 or [hkelley@adaircomo.com](mailto:hkelley@adaircomo.com).

## **2020 Insurance Plan Member ID Cards**

**Employees will NOT receive new insurance cards for 2020 unless employees elected changes for 2020.**

Employees expecting new insurance cards, please review your insurance cards when they arrive for accuracy.

If you need to access your newly elected benefits prior to receiving your member ID cards or you do not receive your cards, please contact Group Benefit Services (GBS) Eligibility Department at (800) 995-3569 or contact Human Resources at (660)234-7914 or [hkelley@adaircomo.com](mailto:hkelley@adaircomo.com) to obtain temporary cards or request new cards.

## **FSA Cards (Debit Cards) Will Not Change**

Employees who have elected a 2020 Flexible Spending Account (FSA) that had a plan in 2019 will not be issued new FSA Cards. Your old FSA debit cards will simply be reloaded with your 2020 amounts.

### **Please Note:**

After December 31, 2019, employees must file a paper FSA claim form in order to receive reimbursement. 2019 FSA claims can be submitted until March 31, 2020. Contact Group Benefit Services (GBS) Eligibility Department at (800) 995-3569 or contact Human Resources at (660)234-7914 or [hkelley@adaircomo.com](mailto:hkelley@adaircomo.com) to get FSA claim forms or if you need assistance submitting an FSA reimbursement.

**2019 Flexible Spending Account money cannot be carried over into 2020.**

# Family Medical Leave Act (FMLA) Notice

The Family and Medical Leave Act (FMLA) entitles eligible employees of Adair County to take unpaid, job-protected leave for specified family and medical reasons.

Only eligible employees are entitled to take FMLA leave. An eligible employee is one who:

- Has worked for the employer for at least 12 months
- Has at least 1,250 hours of service for the employer during the 12 month period immediately proceeding the leave

Eligible employees may take leave for one or more of the following reasons:

- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care
- The care of a spouse, son, daughter, or parent who has a serious health condition
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status

Employees must comply with their employer's usual and customary requirements for requesting leave and provide enough information for their employer to reasonably determine whether the FMLA may apply to the leave request.

Eligible employees may take up to 12 workweeks of leave in a 12-month period.

Upon return from FMLA leave, an employee must be restored to his or her original job or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. An employee's use of FMLA leave cannot be counted against the employee under a "no-fault" attendance policy.

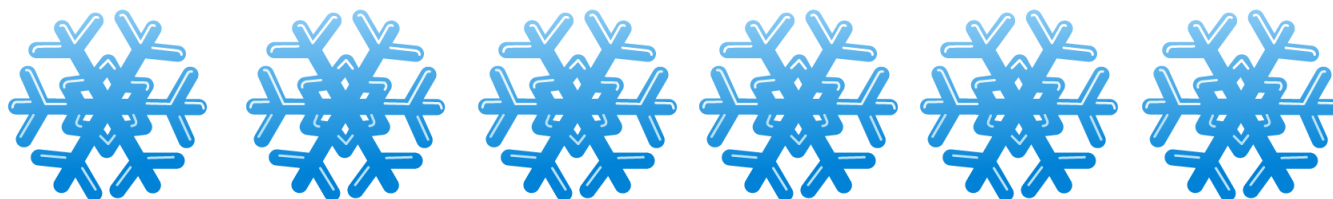
*For more details about Adair County's Family Medical Leave Policy please see page 50 of the Employee Manual.*



## Severe Weather Policy

In the event of severe weather conditions or unexpected events, it will be up to the Department Head/Elected Official of your particular office on whether or not your office will close. The courthouse will remain officially opened as Maintenance, the Sheriff's Office and the Road and Bridge Department will still be working in inclement weather, but if the elected official closes their office for the day, you will not be paid for hours not worked. However, with supervisor approval, you may use vacation leave for these absences. Sick Leave can not be used for this particular situation.

*For more details about Adair County's Severe Weather Policy please see page 29 of the Employee Manual.*



Hello fellow employees. As most of you know 2019 has been a really rough year. I have had a few health issues and was in the hospital for a total of 2 months a couple of times. It was life threatening. I could not believe all the prayers from all of you and it floored me when Heather told me that so many of you donated your sick time to help me out as money was a little tight since my husband was afraid to leave me so he was using some FMLA and I had exhausted all my vacation and sick time but was still in the hospital and was going to be off for awhile yet. It was such a blessing I really felt like I was part of a big family and that was just the first surgery, I was in the hospital for over a month ½. And in November I went in for my second surgery and was in for 11 days instead of the normal 3-5 days for that type of surgery and I had built up a week of vacation but once again money got a little tight and when Heather called and told me that people had donated more time to me I got all choked up. I know that I work with some of the nicest people. I wanted to give a big thank you to all of you for all the donated time and all the prayers. I feel so blessed to work with such remarkable and kind hearted people I can't say thank you enough. You guys are the best. I love you all. God Bless each and every one of you.

Thank You,  
Mary Walitshek



### Beautiful Baby News

Jacob Reeves (Sheriff's Office) and his wife Cynthia welcomed a new baby boy on December 10th. Wade Matthew Reeves weighed 7lbs 2oz and was 20 inches long.

This cute little man was also welcomed into the world by his big sister Loretta. Judging from the picture on the right, Miss Loretta is pretty excited about her baby brother!





## Service Recognition Awards

30 YEARS



*Brian Noe has served 30 years as the Adair County Coroner*

25 YEARS



*Jeff Waddle (pictured left) and Rusty Harris (pictured right) have both worked on the Road & Bridge crew for 25 years*

10 YEARS



*Left to right: Dale Standfuss— Maintenance, Mark Thompson— 2nd District Commissioner and Bill King—1st District Commissioner have enjoyed 10 years with Adair County*

5 YEARS



*Right to left: Bob McCarty-Road & Bridge, Sherry Treasure— Clerk's Office, and Diana Thomas-Couch— Road & Bridge celebrate five years with the county*

Not pictured: Rob Atkinson (Sheriff's Office)- 10 Years, Bob Hardwick (Sheriff)- 10 Years, Sharon Young (Sheriff's Office)- 10 years, Charlie Truitt (Sheriff's Office)- 10 Years, Sonja Harden (Collector)- 10 years, Tracy Salsberry (Sheriff's Office)- 15 years, Gary Krambeck (Sheriff's Office)- 20 years

### 2019 GARY JONES EMPLOYEE RECOGNITION AWARD

Heather Kelley, Human Resources, received the 2019 Gary Jones Employee Recognition Award. The Gary Jones Employee Recognition Award is given to a county employee that has shown excellence in the area of job performance, leadership, and initiative. The employee also must exhibit a positive attitude, and demonstrated excellence in the area of building strong internal and external relationships. Heather has been employed with the county for 2 years.



*Pictured right, Commissioner Mark Thompson presents Heather Kelley with the 2019 Gary Jones Award*

# 2019 Christmas Carry-In

Merry  
Christmas



Peace on Earth



JOY



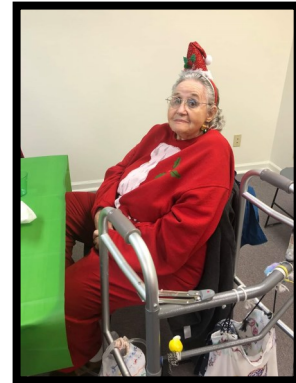
'Tis the  
Season



## News From Around the County

### Public Administrator's Office Host Christmas Open House

On December 6, 2019 Public Administrator Staff hosted its annual Christmas Open House for Adair County residents who have been assigned guardianship and/or conservatorship through the Public Administrator's Office. During the event, guests played bingo, open gifts, and enjoyed a delicious meal.



### Equipment Purchased for Road & Bridge

The County recently purchased two new trucks with belly dump trailers that will be used to haul rock throughout the county. The Commissioners are pictured (right) checking out the shiny new rides!



### Recent Courthouse Repairs

A new gutting system (pictured right) was installed on the courthouse in an effort to prevent further water damage to the building while the old north side chimney (pictured left) was partially removed then capped.



## EMPLOYEE SPOTLIGHTS



**Name:** Betty Shahan  
**Department:** County Clerk  
**Title:** Deputy Clerk  
**Years of Service:** 8

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

I do monthly Clerk and Collector reports, accounts payable, scheduling election poll workers, voter registration and selling Adair County liquor licenses.

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

The people I work with. We have been through a lot together. I can't think of anywhere else I would like to work.

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

Spending time with family, gardening, canning & cooking. Setting in the porch swing with my husband.

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

The Crown, Great British Baking Show.

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

Walking the strip in Key West, Florida at night. I saw some crazy things.

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

Alaska

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

People who think they are really important.

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

Not telling.



**Name:** Jeff Gottman  
**Department:** Sheriff's Office  
**Title:** Deputy  
**Years of Service:** 19

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

I am the bailiff and take care of courthouse courtrooms, serve civil process papers, handle prisoner transports, and road deputy duties.

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

Working with people, meeting people and the people I work with.

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

Spending time with my wife and kids.

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

I only get three channels so I usually watch whatever is on but I do like NCIS, FBI, and CSI.

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

I did a lot of crazy things in my younger years but now I'm old and boring.

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

Alaska because I love the outdoors. I would also like it with not a lot of people around.

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

People that won't listen. For example: I told a person when they went into court to say very little and be respectful. Unfortunately they did not listen to me and ended up going to jail.

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

I can cook!