



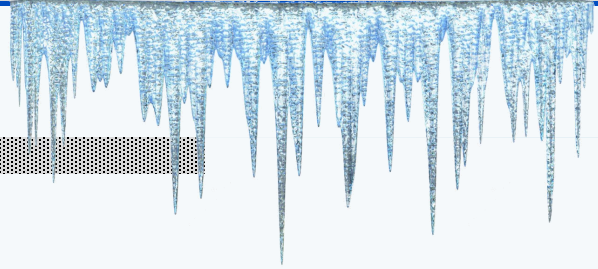
Employee Newsletter

January 2021

Birthday Wishes

01/02	Jeff Gottman	Sheriff's Office
01/06	Joni Sharp	Sheriff's Office
01/07	J.B. Hamlin	Road & Bridge
01/09	Felicia Calef	Sheriff's Office
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	Terry Pearson	Assessor's Office
01/30	Jerid Sayre	Road & Bridge

Important 2021 Dates		
Friday January 1	County Offices Closed	News Year's Day
Monday January 18	County Offices Closed	Martin Luther King Jr. Holiday
Friday February 12	County Offices Closed	Lincoln's Birthday
Monday February 15	County Offices Closed	President's Day



Service Anniversaries

01/01	12 yrs	Bill King	Commissioner	01/01	14 yrs	Sandy Collop	Clerk
01/01	6 yrs	John Malloy	Sheriff's Office	01/03	4 yrs	Tracy Hunter	Recorder's Office
01/01	18 yrs	Karla Kramer	Prosecutor's Office	01/07	1 yr	Michelle Curry	Juvenile Office
01/01	16 yrs	Kim Salter	Treasurer's Office	01/09	9 yrs	Angela Platz	Public Admin Office
01/01	26 yrs	Lori Smith	Treasurer	01/11	19 yrs	Wanda Sizemore	Clerk's Office
01/01	12 yrs	Mark Thompson	Commissioner	1/14	3 yrs	Broxton Powell	Sheriff's Office
01/01	2 yrs	Mark Shahan	Commissioner	01/29	1 yr	Andrew Irvine	Sheriff's Office
01/01	38 yrs	Pat Shoush	Recorder	01/26	1 yr	Rachel Holt	Sheriff's Office
01/01	8 yrs	Rhonda Noe	Public Admin Office	01/30	4 yrs	Tyler Summer	Road & Bridge

EMPLOYEES DO NOT HAVE TO REACH OR MEET THEIR DEDUCTIBLE 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. 2019 expenses can be submitted until March 31, 2021. 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.

2021 Insurance Plan Member ID Cards

Employees will NOT receive new insurance cards for 2021 unless employees elected changes for 2021.

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 to obtain temporary cards or request new cards.

FSA Cards (Debit Cards) Will Not Change

Employees who have elected a 2021 Flexible Spending Account (FSA) that had a plan in 2020 will not be issued new FSA Cards. Your old FSA debit cards will simply be reloaded with your 2021 amounts.

Please Note:

After December 31, 2020, employees must file a paper FSA claim form in order to receive reimbursement. 2020 FSA claims can be submitted until March 31, 2021. Contact Group Benefit Services (GBS) Eligibility Department at (800) 995-3569 or contact Human Resources at (660)234-7914 or hkelley@adaircomo.com to get FSA claim forms or if you need assistance submitting an FSA reimbursement.

2020 Flexible Spending Account money cannot be carried over into 2021.

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:

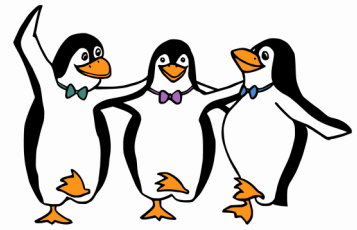
- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care
- The care of a spouse, son, daughter, or parent who has a serious health condition
- For a serious health condition that makes the employee unable to perform the essential functions of his 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 71 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 28 of the Employee Manual.



News From Around the County

Public Administrator Rhonda Noe Receives National Recognition

The Center for Guardianship Certification (CGC) recently announced its 2020 awards of excellence. Three individuals were recognized for their outstanding service to the field of guardianship.

Adair County Public Administrator Rhonda Noe, NCG, was recognized with the 2020 National Certified Guardian Excellence Award. One of the highest honors bestowed by the Center for Guardianship Certification (CGC), the award recognizes the person's exemplary work as a CGC National Certified Guardian and demonstrated knowledge of advanced guardianship concepts, ethics and issues.



Noe earned her NCG certification in December 2015. Her commitment to increasing the professionalism of the office of public administrator led her to join NGA and pursue certification through CGC. During her tenure as the Public Administrator for Adair County, Missouri, Rhonda has also worked to develop professional relationships, both within the community and state-wide, to further increase her knowledge of resources and better equip her to serve her clients.

"I believe that collaboration among agencies in my community is vital to ensure those vulnerable, underserved, or in crisis don't fall through the cracks," said Noe. She is also committed to educating the general public, her staff and herself on matters affecting guardianship and conservatorship. She is a community partner of the Crisis Intervention Training (CIT) team, and a trainer for the guardianship section of the CIT 40-hour training. Additionally, she and her staff have completed the Mental Health First Aid course; and she is enrolled in the Professional Leadership Academy through NACo. Noe continues to develop strategies to increase the efficiency of her office to better serve her clients. "My vision is to serve my clients with compassion and respect, encouraging them to strive to be the best they can be, and ensuring they have the tools they need to help them be successful," she added.

Noe began her tenure as Public Administrator for Adair County in 2013. She currently serves as the guardian and/or conservator for 115-120 individuals, and also receives appointments periodically as the personal representative for decedents estates, and as conservator for minor estates. She is currently Missouri Association of Public Administrators Region 5 Vice President, and serves on the Executive Board of MAPA as Treasurer. In addition, she serves on the board of directors for the Adair County YMCA.

Congratulations Rhonda! We are thankful for all you do!!!!!!



2020 GARY JONES EMPLOYEE RECOGNITION AWARD

Celesta Boltz, Assessor's Office Mapper, received the 2020 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.

Celesta has been employed with the county for 22 years and always has a smile on her face and a positive attitude. She is always willing to help out when needed, both within and outside the Assessors Office. Celesta he is the "go to" person when anyone has questions. She is often the last to leave the office and has been known to work during the weekend. Celesta is very knowledgeable of her duties and to be able to put in the work she does and to be able to maintain her wonderful attitude. *Pictured left, Assessor Kent Bryant presents Celesta with some of her favorite goodies and the 2020 Gary Jones Employee Recognition Award.*



Service Recognition Awards

40 YEARS

Road & Bridge Maintenance Worker Randall Snyder has been helping maintain County roads for an incredible 40 years!



25 YEARS

Lori Smith, Treasurer, has been paying Adair County employees and the County's bills for 25 years!



20 YEARS

Deputy Jeff Gottman, has served under four different Sheriff administration during his 20 years with the county!



15 YEARS

Joe Nicol, Maintenance Supervisor, has enjoyed every day of his 15 years with Adair County!



15 YEARS

Kim "Boom Boom" Salter, Deputy Treasurer, has happily served Adair County for 15 years!



15 YEARS

John Axsom has done an outstanding job as Jail Administrator for the past 15 years...thanks for smiling John!



10 YEARS

Adair County Prosecuting Attorney Matt Wilson has been processing criminal cases for 10 years!



10 YEARS

Tammy Miller has been a Deputy Clerk now for a decade...seems only like 9 years and 364 days!



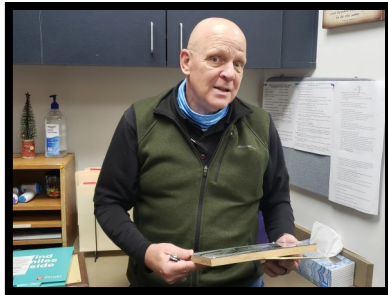
5 YEARS

Pictured right Terry Pearson, Deputy Assessor, has been a valued Adair County Employee for 5 years!



2020 Retirements

Sheriff Hardwick Retires After 12 Years



Pictured left Sheriff Bob Hardwick checks out his retirement plaque and congratulations card. On the right, Commissioner Mark Shahan and Commissioner Mark Thompson wish Sheriff Hardwick a happy retirement!



Sheriff Bob Hardwick is retiring after 12 years. A lot has changed in the County since Sheriff Hardwick was elected in 2009 and he has enjoyed his time serving Adair County residents. Bob says his first order of business in retirement is to help his grandkids with their online school work. After that, Sheriff Hardwick plans on not setting an alarm clock and making sure to cook for his wife!

Long Time Road & Bridge Employee Jeff Waddle Retires

Jeff Waddle retired this year after working more than 26 years at the Road & Bridge Department. Jeff said he will keep busy watching the Grandkids for awhile and after that he knows he will find plenty of other work and projects to do!



Pictured above left Jeff Waddle celebrates his retirement at the County shop. On the right: Road & Bridge Supervisor JB Hamlin and Commissioner Mark Shahan presents Jeff with his retirement certificate and plaque.

Vicki Robinson Retires from the Public Administrator's Office



Vicki Robinson is retiring this year from the Public Administrator's Office. The decision wasn't easy, but Vicki is ready to spend quality time with her mom and dad and she thinks maybe her husband will retire too after seeing how much fun it is!

Pictured above left to right : Public Administrator Rhonda Noe, Retiree Vicki Robinson, Shelly Story and Angela Platz say their goodbyes. Pictured right Commissioner Mark Thompson, Commissioner Mark Shahan, and Commissioner Bill King congratulate Vicki on her retirement.



Sharon Young Retires from the Sheriff's Office

Pictured right Sheriff Bob Hardwick congratulates Sharon Young on her retirement. Sharon began her position at the Sheriff's Office in 2009 and has been a reliable county employee for the past 12 years. Sharon decided it was time to retire this year so she can spend more time with her family, especially her Grandbaby! She also said after a few months she may do something really crazy and get a part time job!

