

Employee Newsletter

Birthday Wishes

03/04	Pat Williams	Juvenile Office
03/08	Sandy Collop	County Clerk
03/08	Mikeal Groza	Sheriff's Office
03/08	Donnie Waybill	Assessor's Office
03/11	Matthew Frederick	Sheriff's Office
03/19	Sonja Harden	Collector
03/19	Betty Shahan	County Clerk's Office
03/20	Tracy Hunter	Recorder's Office
03/24	Jesse Miller	Sheriff's Office
03/28	Bill King	Commissioner
03/28	Richard Walters	Sheriff's Office
03/30	Heather Rohn	Human Resources

Important 2018 Dates

Sunday March 11	Daylight Saving Time Set Clocks Ahead 1 Hour
Saturday March 31	Last Day to Submit RDA Claims for 2017
Saturday March 31	Last Day to Submit FSA Claims for 2017

Welcome New Employees

Mike Brummit	Assessor's Office
Pamela Mihalevich	Sheriff's Office
Joe Clark	Sheriff's Office

Service Anniversaries

03/10	4 yrs.	Chris Stivers	Sheriff's Office
03/13	2 yrs.	Ron Collinge	Sheriff's Office
03/14	2 Yrs.	George Kramer	Prosecuting Attorney's Office
03/16	9 yrs.	Charlie Truitt	Sheriff's Office
03/21	1 yr.	Andrew Boster	Prosecuting Attorney's Office
03/21	7 yrs.	Karen Hammons	Collector's Office
03/22	7 yrs.	Steve Farnsworth	Juvenile Office
03/23	8 yrs.	Matt Wilson	Prosecuting Attorney
03/30	3 yrs.	Pat Williams	Juvenile Office



100% Covered Lab Benefit through Group Benefit Services (GBS)*

The Lab Card benefit **provides 100% covered outpatient lab work services** to GBS insurance members.

The program works in three simple steps:

1. **Lab work ordered.** When your physician orders lab work for you, show your healthcare ID card (which has the Lab Card logo on it) and verbally request to use the Lab Card program. Verbally requesting the service is important—if not verbally requested, the member’s standard copays and deductibles will apply.
2. **Specimen collection.**
 - a. Once your physician collects the specimens they call Quest Diagnostics Lab Card Client services at 1-800-646-7788 for courier pick-up and supplies.
 - b. If the physician does not participate in the Lab Card program, the member can take their test orders to an approved Lab Card collection site for draw. Collection site locations can be found by calling Quest Diagnostics Lab Card Client Services (1-800-646-7788) or by visiting LabCard.com.
3. **Specimen processing.** Your specimen will be processed through the Lab Card program at an approved Quest Diagnostics facility and results will be sent back to your physician (usually within 24-48 hours).

Covered Lab Card Test Include:

- Blood Testing (cholesterol, CBC-complete blood count)
- Urine Testing (urinalysis)
- Cytology and Pathology (biopsy, pap smears)
- Cultures (throat cultures)

Lab Card Test Not Covered:

- Lab work completed during hospitalization
- Lab work completed on an emergency basis
- Mammograms, x-ray, imaging, dental work
- Lab work performed without use of your Lab Card
- Test not covered by our current health plan



*The Lab Card benefit covers the costs associated with specimen testing, members may be billed from their provider for specimen collection and handling.

GBS insurance members can also get 100% covered lab work done through Boyce & Bynum Pathology Laboratory at a few select locations in Missouri (mostly in Columbia), please contact Human Resources at (660) 234-7914 or hrohn@adaircomo.com if you would like more information or a listing of medical providers that are covered through Boyce & Bynum Pathology Laboratory.



2017 Reimbursable Deductible Allowance (RDA) Benefit Submission Deadline

Employees have until March 31, 2018 to take advantage of Group Benefit Services (GBS) Reimbursable Deductible Allowance for any eligible 2017 expenses.

Through RDA, a portion of out of pocket expenses for co-payments and paid amounts applied towards your deductible throughout the year can be reimbursed. *Each year a single person insurance plan (\$2500 deductible) can be reimbursed up to \$500. Family insurance plans (\$5000 deductible) can be reimbursed up to \$1,000.

To receive a reimbursement, employees simply submit payment documentation (which can be obtained from your provider) 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 hrohn@adaircomo.com.

All employees and dependents enrolled in the County sponsored health plan are entitled to the RDA benefit.

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

2017 Flexible Spending Account (FSA) Submission Deadline

You have until March 31, 2018 to submit paper FSA reimbursement forms for any 2017 eligible expenditures. Any 2017 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 (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 hrohn@adaircomo.com.



Two Lucky Leprechauns! Karen Hammons and Diana Beets, from the Collector's Office, work hard gathering all the County's gold!

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

When it comes to life insurance and investment accounts, one of the most important aspects is the beneficiary designation form. In some cases, people don't add a beneficiary at all, and in other cases, the information is out-dated and the wrong people are listed on the account.

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

It is also 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 Pension
- CERF Pension
- Optional CERF Retirement Savings Plans (Empower Retirement)
 - 457 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 hrohn@adaircomo.com or you can contact each plan administrator directly using the information below.

GBS- (800)995-3569

LAGERS- (800)447-4334

CERF Pension- (573)632-9203

CERF Retirement Savings (Empower Retirement)-(877)895-1394

Get Know The Employee Manual –Grievance Policy

Reporting a Grievance

The Policy is intended to provide a fair, internal process for resolving employment related disputes that arise between employees, whether it be a an employee/supervisor issue, or an employee/employee issue. The formal procedures described in this Policy are intended to be used only when matters cannot be resolved informally. An employee who feels aggrieved should first seek an informal resolution at the department level before filing a formal grievance under this Policy.

To file a grievance, an individual must submit a written, signed statement (the "grievance") to the Human Resources within 30 days of the date that the grievant knew or should have known of the alleged violation.

The written grievance must contain the following information:

- The specific policy or established practice that has allegedly been violated;
- The date of the alleged violation and the date on which the grievant became aware of the alleged violation;
- The facts relevant to the alleged violation;
- The person(s) against whom the grievance is filed (the "respondent")

For more information Adair County's Grievance Policy see page 23 of the Employee Manual.

Commissioners Attend CCAM Training

The County Commissioners Association of Missouri (CCAM) along with the Missouri Commissioners Association, conduct training throughout the year in a variety of aspects and at different locations. Stan Pickens-Presiding Commissioner, Bill King-1st District Commissioner, and Mark Thompson-2nd District Commissioner attended this year's annual CCAM meeting was held February 7-9, 2018 in Columbia, Missouri.

The annual CCAM meeting gives commissioners the opportunity to meet with all 330 commissioners who are solely responsible for the purchase of supplies, equipment, and services for Missouri's counties. The meeting also provides an opportunity for its members to become better informed about the powers and duties of their offices as described by state statutes, and to investigate legislation relating to the office and responsibilities of the county commissioner

The County Commissioners Association of Missouri was established in 1983 to create a close and cooperative relationship among the commissioners of the state of Missouri. Under statutory law, the chief portion of the association's continuing education responsibility centers on this mandatory training for the presiding and two associate commissioners in all counties (except for St. Louis, St. Charles, Jefferson, and Jackson counties).



All three Commissioners attended the County Commissioners Association of Missouri (CCAM) training in Columbia Missouri February 7-9.

Pictured above is Mark Thompson, 2nd District Commissioner, showing off his cool CCAM tote bag.

*Luck happens when
preparation meets opportunity.*



Commissioners Meet with Missouri State Representatives

Tuesday February 20, 2018 was the annual "Kirksville Day at the State Capitol". Commissioners met with Nate Walker-District 3 Representative, and Craig Redmon-District 4 Representative, to discuss proposed legislation that would affect Adair County.

*Pictured from left to right:
Mark Thompson-2nd District Commissioner,
Bill King-1st District Commissioner,
Stan Pickens-Presiding Commissioner, and
Craig Redmon-District 4 Representative.*