

# Employee Newsletter

## January 2023

### Birthday Wishes

01/02	Jeff Gottman	Sheriff's Office
01/07	J.B. Hamlin	Road & Bridge
01/12	Lori Smith	Treasurer
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

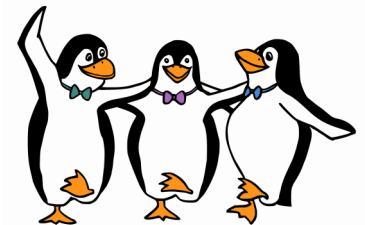
### Welcome New Employees

**Donavan Smith** Sheriff's Office

**Emily Hurley** Sheriff's Office

### Important 2023 Dates

<b>Monday January 2</b>	<b>New Year's Day</b>	<b>County Offices Closed</b>
<b>Monday January 16</b>	<b>Martin Luther King Jr. Holiday</b>	<b>County Offices Closed</b>
<b>Monday February 13</b>	<b>Lincoln's Birthday</b>	<b>County Offices Closed</b>
<b>Monday February 20</b>	<b>President's Day</b>	<b>County Offices Closed</b>



### Service Anniversaries

01/01	14 yrs	Bill King	Commissioner	01/01	2 yrs	Eldon Grissom	Sheriff
01/01	8 yrs	John Malloy	Sheriff's Office	01/03	6 yrs	Tracy Hunter	Recorder
01/01	20 yrs	Karla Kramer	Prosecutor's Office	01/09	11 yrs	Angela Platz	Public Admin Office
01/01	28 yrs	Lori Smith	Treasurer	01/11	21 yrs	Wanda Sizemore	Clerk's Office
01/01	14 yrs	Mark Thompson	Commissioner	01/19	8 yrs	Anita Slaughter	Collector's Office
01/01	4 yrs	Mark Shahan	Commissioner	01/29	2 yrs	Andrew Irvine	Sheriff's Office
01/01	10 yrs	Rhonda Noe	Public Administrator	01/30	6 yrs	Tyler Summer	Road & Bridge
01/01	16 yrs	Sandy Collop	Clerk				

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



## 2023 Insurance and FSA Cards

### 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). 2021 expenses can be submitted until March 31, 2023. 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.

### **Some employees will receive new insurance cards and/or FSA Debit Cards for 2023**

Employees, that made changes to their coverages will receive new insurance cards for 2023. Please review your insurance cards when they arrive for accuracy.

FSA Debit cards that are valid (unexpired) will be reloaded with 2023 contributions amounts with funds available January 1, 2023. If your FSA debit card expires in 2022, a new FSA debit card will be mailed to you loaded with your 2023 contribution amounts.

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.



### Flexible Spending Account (FSA) Information

You have until December 31, 2022 to spend any money left in your Flexible Spending Account (aka Flexible Benefit Account). FSA balance information can be found on your GBS online account or you can call GBS at (800)995-3569 for account information. FSA debit card swipes will be accepted until midnight on December 31, 2022 and paper FSA reimbursement forms will be accepted until March 31, 2023 for any 2022 expenditures.

*Important Note: The CARES Act of March 2020 expanded the benefits FSAs by **removing the prescription requirement** for several over-the-counter (OTC) drugs and medicines, and by adding feminine hygiene products to the list of expenses eligible for reimbursement.*

**2022 Flexible Spending Account money cannot be carried over into 2023.**

# 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 preceding 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 "County" 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

### 2022 GARY JONES EMPLOYEE RECOGNITION AWARD

Tracy Hunter, Chief Deputy Recorder, received the 2022 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.

Recorder Pat Shoush nominated Tracy by submitting the following:

*Even though Tracy will be the new Recorder, this award is about being an exceptional employee and that is what Tracy is! She is wonderful with the public, takes care of the customers on the phone, records the documents presented to us, collects our online customer accounts, has the end of the month books figured up and checks ready to go, most of the time before I can even ask if we have everything ready to start!*

*She orders our supplies, keeps a monthly spread sheet on the computer of our revenues, and on & on. Tracy has really been running this office for the last two years. She will be an excellent office holder because she is an excellent EMPLOYEE and one that any other County Office would be proud to have working for them.*

*I hope you will recognize the value she gives to the County by being an employee of true quality and honor Tracy with this award. She honestly deserves it.*

Tracy was announced as the winner of the Gary Jones Employee of the Year Award during the December Elected Officials meeting held on Tuesday December 27, 2022. Congratulations Tracy and thank you for all you do for Adair County!



*Pictured: Chief Deputy Recorder Tracy Hunter (left) receives the 2022 Gary Jones Employee of the Year Award from Recorder Pat Shoush (right).*





## News From Around the County

### Recorder Pat Shoush Retires

Recorder Pat Shoush retired on December 31, 2022 after 40 years of service to Adair County. Pat served as a Deputy Recorder for 11 years under Bill Murrell beginning in 1983 before finally running for office herself in 2004. Pat won her elected position that year and has served as our Adair County Recorder ever since. Pat has seen many changes in Adair County over the past 40 years and the Courthouse Renovation was one of the biggest. Pat loves our courthouse and its history and was really sad that she wasn't able to spend her last year of office in the courthouse. Pat you will just have to come back and visit once we are all move back in!

Pat's retirement plans include spending time at home organizing and getting ready to spoil her first grandchild expected in July of 2023!

Congratulations Pat on your retirement!



*Pictured above Deputy Treasurer Kim Salter (left) is presented with her service award and retirement plaque from Treasurer Lori Smith (right)*

### Deputy Treasurer Kim Salter Retires

Kim Salter, Deputy Treasurer, retired on Friday December 30, 2022 after over 18 years of service to Adair County. Kim wasn't always in the Treasurer's Office, she was originally hired part-time in the 80's splitting her time in both the Collector's Office and Assessor's Office before quitting to work in the Adair County R-II Brashear School District for 2 Years. In 2005, Kim then returned full-time to Adair County working as a Deputy Recorder for Pat Shoush until switching to work for Treasurer Lori Smith in 2007 serving as her Deputy Treasurer. Employees were happy to see Kim in the Courthouse, not just because of her fun personality, but because she distributed the bi-weekly pay checks and pay stubs!!!!

Kim's retirement plans include spending tons of time with her two (soon to be three) granddaughters. Kim says she is never coming back, but promises to take Heather Kelley's calls if she need help in the Deputy Treasurer position ☺

Congratulations Kim on your retirement!

# News From Around the County

## Newly Elected Officials Get Sworn In

Adair County Elected Officials were sworn in by Adair County Clerk Sandy Collop on December 28, 2022. Adair County Officials were voted into office during the November 8, 2022 General Election and began their new terms on January 1, 2023.

All Officials were elected or re-elected to serve a four year term for Adair County.



Circuit Clerk Martha Cole – 1st Term



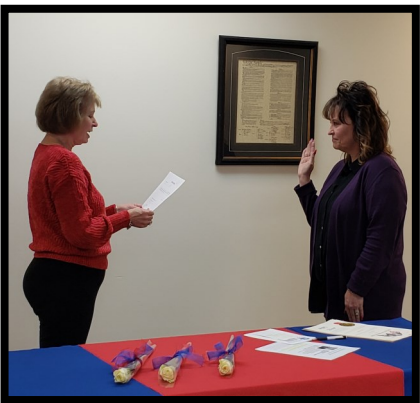
Collector Sonja Harden - 3rd Term



Commissioner Mark Shahan - 2nd Term



Prosecuting Attorney David Goring - 1st Term



Recorder Tracy Hunter – 1st Term



Treasurer Lori Smith - 8th Term



Associate Circuit Court Judge Kristy Swaim - 6th Term



County Clerk Sandy Collop - 5th Term



# Service Recognition Awards

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**5 YEARS**



Andrew Boster— Assistant Prosecuting Attorney  
pictured with Commissioner Mark Shahan

**5 YEARS**



Tyler Summers – Road & Bridge  
pictured with Commissioner Mark Shahan

**5 YEARS**



Tracy Hunter— Recorder's Office  
pictured with Commissioner Mark Shahan

**5 YEARS**



Bill Sweitzer — Sheriff's Deputy  
pictured with Commissioner Mark Shahan

**15 YEARS**



County Clerk Sandy Collop pictured with  
Commissioner Mark Shahan

**10 YEARS**



Angie Platz — Public Administrator's Office  
pictured with Commissioner Mark Shahan

**20 YEARS**



Wanda Sizemore – Clerk's Office  
pictured with Commissioner Mark Shahan

**20 YEARS**

Scott VanWye — Road and Bridge  
pictured with Commissioner Mark  
Shahan (pictured right)



**25 YEARS**



Chief Deputy Jason Lene —  
pictured with Commissioner  
Mark Shahan (pictured left)

Not pictured: Phillip McIntosh (Juvenile Office) - 25 Years and Pam Ashford (Assessor's Office) - 10 Years

## 2023 Christmas Carry-In was a Big Success! Thanks To Everyone That Attended!!!



*'tis the Season*

