

# Dawson County

Employee Newsletter • Volume 1, Issue 2 • Spring 2017

## From the Desk of Dawson County HR Administrator Barb Roehl.....

Welcome to the Spring edition of the Dawson County Employee Newsletter. Spring is finally here in Dawson County! After an unusually long and very cold winter it's great to have some warmth, birds singing and seeing more smiling and enthusiastic faces. Spring is full of different holidays and occasions. This season gives our spirit a boost of energy and a good mood, with its warmth and numerous bright and entertaining celebrations – for many it is also a time of rebirth and renewal.



*If you have any employee news, suggestions for this newsletter, or have a question that you would like see addressed, please contact your HR Administrator, Barb Roehl at 345-4118 or via email at*

[roehlb@dawsoncountymontana.com](mailto:roehlb@dawsoncountymontana.com)

*Make sure to check the Employee Page on the website for HR updates, important information, and the employee newsletter.*

### *Dawson County HR Mission Statement:*

**Mission Statement:** Dawson County Human Resources develops and protects the County's most valuable resource - its employees. We are dedicated to attracting, retaining, and supporting a qualified, diverse workforce. We do this by providing quality service and adhering to open, equitable and ethical personnel standards.

**Values:** We carry out our mission with integrity, dignity, responsiveness, and professionalism, defined by these core values, exhibiting **PRIDE** in our service to Dawson County, our employees, and our community:

- **PEOPLE** - we are people focused, matching and balancing the needs of employees and community with those of Dawson County.
- **RESPECT** - we create an environment of respect for all, founded in equity, courtesy, approachability, understanding and responsiveness.
- **INTEGRITY** - we foster integrity as the foundation for all that we do, promoting honesty and trust, open and clear communication, confidentiality, and collaboration in an environment of team work.
- **DIVERSITY** - we recognize and appreciate our similarities and differences, celebrating diversity in people, philosophies, cultures, beliefs and abilities.
- **EXCELLENCE** - we deliver quality and excellence by being knowledgeable, responsive, consistent, engaged and professional.



## Administrative Professional's Day

### History:

Administrative Professional's Day celebrates and gives thanks to administrative professionals. It is observed during the last full week of April on Wednesday. Here are some

#### Facts and Quotes:

- Formerly called National Secretary's Day the name was changed to Administrative Professional's Day in 2000 to keep up with changing job titles.
- 8.9 million people work in administrative support roles in the U.S.
- The last full week of April is designated to Administrative Professional's week.
- The original Secretaries Day was designated to attract potential employees. It was thought this would help alleviate the skilled office worker shortage.



#### Current Job Openings:

- Assistant Maintenance Engineer
- Public Health Nurse
- Tobacco Prevention Specialist

#### New Hires:

Nancy Schipman joined Dawson County employment on February 27, 2017, as Cook I for the Senior Citizens Center.

Garett Barr joined Dawson County employment on March 29, 2017, as a Corrections Officer for DCCF.

Please welcome both Nancy and Garrett to Dawson County.

## EMPLOYEE RECOGNITION



Timber Dempewolf, Dawson County Health Department Director, is our first quarter Employee of the Quarter. Congratulations Timber -- well deserved!

- How long have you worked for Dawson County? **12 years.**
- What are some of your hobbies? **I don't have enough time right now for hobbies but I enjoy being outdoors and watching my children participate in their Rodeo events.**
- If you had one wish, what would it be? **I would wish for more hours in the day to do the things that I love.**
- Best vacation ever? **A Caribbean cruise.**
- The best thing about Montana is? **The best thing about Montana is the rural lifestyle and the wide open landscape of Eastern Montana.**

The Employee of the Quarter Committee will be meeting in the near future to make second quarter selection for the Employee of the Quarter Award. The 3<sup>rd</sup> Quarter will end June 30<sup>th</sup>.



# DAWSON COUNTY MISSION STATEMENT

## Dawson County Mission Statement

**D**AWSON COUNTY EXISTS TO:

1. Serve the citizens of Dawson County
2. Assist the citizens of Dawson County to receive an excellent quality of life from County government consistent with our resources and their willingness to provide those resources.
3. Ensure that the citizens of Dawson County are free to act and live their own lives, consistent with the laws of the United States and the great State of Montana.
4. Provide leadership, communication and delivery of cost effective services, which are responsive to the people's needs and geared to the future of Dawson County.
5. Provide a climate that will foster economic growth, recognizing that people are the key to our success.
6. Cooperate with other government entities to serve and protect the rights of our citizens.



# DAWSON COUNTY

*Montana*

## Employee Spotlight: Tom Green

**Job Title:** Warden

**Hire Date:** Started with the Sheriff's Office in February 1993

**Married to** Charlene Green 31 Years

**Children:** Jessica Green & T.J. Green and Granddaughter Abi

**What do you like to do for fun?** Camping, Fishing, 4 Wheeling, Goldwing Rides and Quality Time with Family

**As a kid what did you want to be when you grew up?** Football Player

**What would you most tell yourself at age 13?** Good Luck

**Who do you look up to?** Numerous Family Elders

**What is something you have always wanted to try?** Scuba-Diving

**What accomplishment has made you most proud?** Family Relationships

**If you could do any job for a day, what would it be?** Paid to do any of my Hobbies!!

**Where is your hometown?** Glendive, MT

**Where would you like to go on a dream vacation?** Already Been There! Going Again!!

**Which cartoon character would you most like to switch lives with?** LOL – None!

**Would you rather be a tiny elephant or a giant hamster?** Tough Choice...Giant Hamster



**2<sup>ND</sup> Quarter Employee Anniversaries**

Vickie Boje	31 years	Craig Heath	7 years
Bruce Raymond	30 years	Jordan Kessel	7 years
Debbie Becker	27 years	Chrissy Holley	6 years
Tom Green	23 years	Amy Lee	6 years
Renasu Heafield	21 years	Pam O'Brien	5 years
Jim Petty	21 years	Eric Held	5 years
Clarice Utgaard	20 years	Stan Botch	5 years
Andeen Raymond	17 years	Denise Alberts	4 years
Betty Lou Eggert	17 years	Trish Olson	4 years
Katie Mills	15 years	Sheila Kunick	3 years
Jon Barthel	15 years	Taylor Patterson	2 years
Heather Frank	13 years	Bill Stebbins	2 years
Lisa Yakel	13 years	Brett Irigoien	2 years
Joe Sharbono	12 years	Brandi Austby	2 years
Steve Engebretson	11 years	Paul Ryan	2 years
Danielle Pruitt-Dockter	9 years	Aaron Truax	2 years
John Schreiber	9 years	Andrew Arndt	2 years
Brandi Reinhart	8 years	Craig Hostetter	2 years
Marcy Wiseman	8 years	Rusty Hendrickson	1 year
Cody Miller	7 years	Ariana Roe	1 year
Michael Bacon	7 years	Lacey Griffiths	1 year



Hello-My name is Taylaur Nordhagen and I am the Wellness Coordinator for the MACo Health Care Trust. I attended the University of Montana where I received my Bachelors of Science in Health and Human Performance, specializing in Community Health and Prevention Sciences. I am also a certified Personal Trainer as well as a Fitness Nutrition Specialist. I have experience in health coaching, group fitness, and mental health care. I'm very passionate about helping others live a healthy and happy lifestyle and I can't wait to work with Dawson County.

**The Importance of Wellness Screenings**

Preventive care is critical to helping people live longer, healthier lives and keeping health care costs down. Preventive services can also help those with early stages of disease keep from getting sicker, which is why we offer free wellness screenings to our Health Care Trust members.

A wellness screening is a short health examination that can help to determine the risk level of a person for certain diseases and medical conditions and help to establish a health baseline. These illnesses and health conditions can be prevented with early detection, which is why knowing your numbers is so important



**EMPLOYEE BIRTHDAYS**

Craig Hostetter	4/3	Brett Patterson	5/23
Paul Ryan	4/5	Kevin Pew	5/26
Jessica O'Shea	4/6	Joshua Conrad	5/31
Jeffrey Metzger	4/7	Ron Nodland	6/2
Ross Canen	4/8	Andeen Raymond	6/3
Alvin Mittlestead	4/9	Dave Allison	6/5
Kevin Pena	4/15	Susie Frank	6/7
Cindy Gregory	4/16	Aaron Truax	6/9
Lynn Newnam	4/22	Leslie Hunter	6/15
Thomas Torgrimson	4/28	Miles Baisch	6/22
Heather Frank	5/5	Cheryl Shaffer	6/22
Andrew Arndt	5/5	Patrick Roe	6/25
Pixine Zieske	5/7	Doug Keever	6/29
Rochelle Standish	5/13	Marek Dinges	6/29
Trish Olson	5/14		
Pam O'Brien	5/17		
Debbie Becker	5/20		

# The Workplace Spring Cleaning Checklist



Spring cleaning is in the air. In North America, it has become the go-to season for millions to deep clean homes, get rid of unnecessary clutter, and organize everything. However, doing these chores isn't just reserved for the home, they can also benefit your workspace. Before you do a complete overhaul of your 40-hour-a-week home, start with this checklist!

## **Organize your filing cabinet.**

Like a closet is to a room, so is your filing cabinet to your office. If your filing cabinet isn't organized, your office won't be organized. Take all your papers and files out, decide what needs to stay, throw away or recycle what isn't relevant, then organize what you are keeping. Whether chronologically, alphabetically, or in order of relevance, choose a method that works for you.

## **Clean out your office drawers.**

I'm sure most people have a junk drawer at home—a one-stop spot for all your miscellaneous items. Often times, our drawers at the office can turn into these types of storage spaces. Having a desk that appears to be **clean and de-cluttered** isn't helpful if everything you need is thrown into drawers and cabinets. Use the same method you use to clean the filing cabinet—keep only the essentials. Have a drawer for specific items; remember the old idiom, a place for everything and everything in its place.

## **Take home nonessentials.**

From a gym bag and unused books to that extra winter coat, most people tend to have nonessentials in their workspaces. Having extra stuff in and around your workspace can be detrimental to your focus and productivity. Your desk doesn't need to be completely void of your personality, but it may be helpful to decide what you use during your workday and what can be deemed nonessential. What you don't use and what doesn't raise your productivity, take home.

## **Spray down your desk.**

Regardless of how clean you are, germs are everywhere. And, with all the time you spend in close proximity with co-workers, illnesses are bound to spread. Maintain a high level of caution by wiping down your desk at least once a week, if not at the end of each workday. Using a simple disinfectant spray will help keep the germs at bay and your worktop looking great. **Your health** and co-workers will thank you.

## **Dust and air spray your electronics.**

If you work in an office, chances are you spend most of your time in front of a computer. And the elements of your digital workspace tend to attract the most unwanted particles. Monitors tend to be an attractive home for dust bunnies, and keyboards can also be an unwarranted receptacle for dirt and dust. At the end of each week, take the time to wipe down your computer and spray your keyboard. This is a good habit to form because it also helps keep your workspace **germ and allergen free**.