

# MASCOE

Missouri Association of County Office  
Employees

**SPRING EDITION 2007**



## STRESS HOW DO WE DEAL WITH IT ?

Do you feel the pressure does it build through the morning and by afternoon your about to jump out of your chair? Your not alone look around. We all deal with stress differently these tips might help.

The goal of this relaxation technique is to gently stretch your muscles to reduce stiffness and tension. The exercises start at your head and work down to your feet. You can do these exercises while sitting in a chair.

Follow these steps:

- **Neck rolls** Drop your head to one side. Gently roll it around in a wide circle. Repeat three to five times. Then reverse directions, and gently roll your head in a wide circle the other way. Repeat three to five times.
- **Shoulder shrugs** Lift both shoulders in a shrugging motion. Try to touch your ears with your shoulders. Let your shoulders drop down after each shrug. Repeat three to five times.
- **Overhead arm stretches** Raise both arms straight above your head. Interlace your fingers, like you're making a basket, with your palms facing down (towards the floor). Stretch your arms towards the ceiling. Then, keeping your fingers interlaced, rotate your palms to face upwards (towards the ceiling). Stretch towards the ceiling. Repeat three to five times. If you're not comfortable with your arms overhead, try the same move with your arms reaching out in front of you.
- **Knee raises** Reach down and grab your right knee with one or both hands. Pull your knee up towards your chest (as close to your chest as is comfortable). Hold your knee there for a few seconds, before returning your foot to the floor. Reach down and grab your left knee with one or both hands and bring it up towards your chest. Hold it there for a few seconds. Repeat the sequence three to five times.
- **Foot and ankle rolls** Lift your feet and stretch your legs out. Rotate your ankles and feet, three to five times in one direction, then three to five times in the other direction.

[Learn how exercise relieves negative feelings](#)

## **How will we get everything done.**

The following broad guidelines apply to setting effective goals:

- **Positive Statement:** express your goals positively: 'Execute this technique well' is a much better goal than 'don't make this stupid mistake'
- **Be Precise:** if you set a precise goal, putting in dates, times and amounts so that achievement can be measured, then you know the exact goal to be achieved, and can take complete satisfaction from having completely achieved it.
- **Set Priorities:** where you have several goals, give each a priority. This helps you to avoid feeling overwhelmed by too many goals, and helps to direct your attention to the most important ones.
- **Write goals down** to avoid confusion and give them more force.
- **Keep Operational Goals Small:** Keep the goals you are working towards immediately (i.e. in this session) small and achievable. If a goal is too large, then it can seem that you are not making progress towards it. Keeping goals small and incremental gives more opportunities for reward. Today's goals should be derived from larger goals.

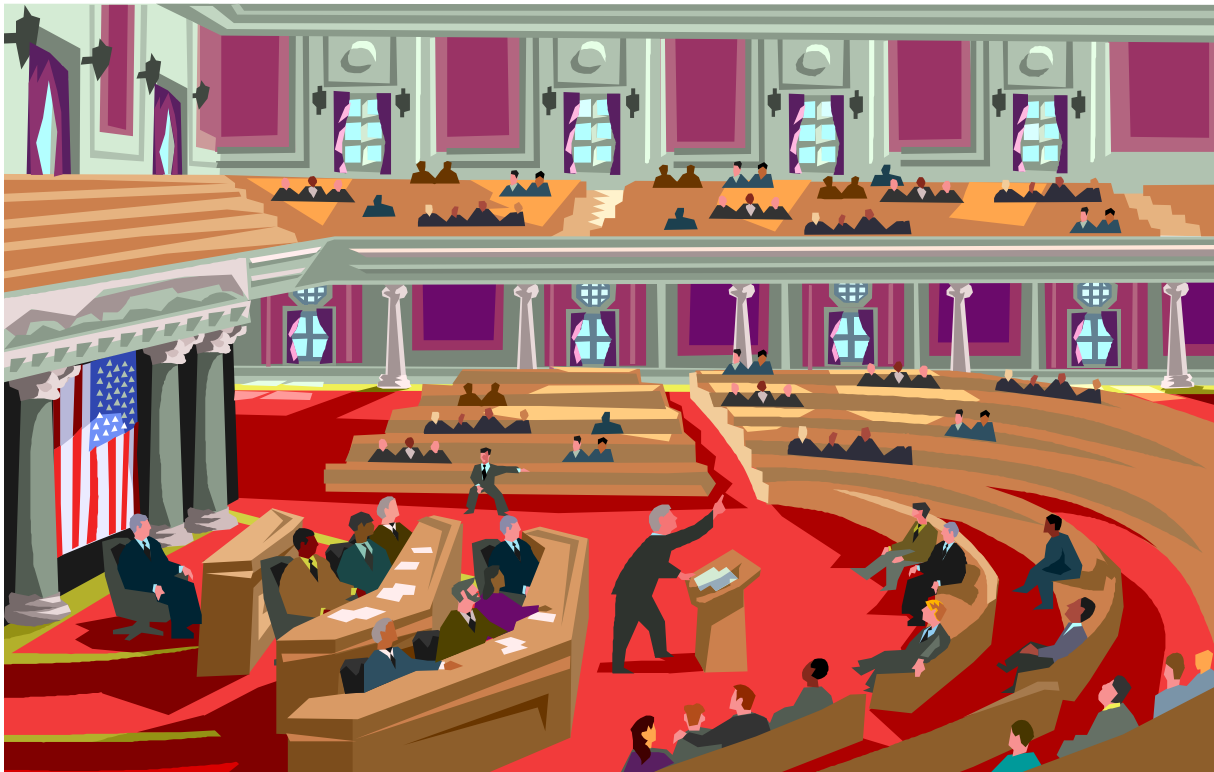


# CAPWIZ

Do you ever wonder what is going on in Washington, how or what will affect me, my job, my office. Is there a bill on the horizon that affects my retirement or my benefits. The easiest way to stay on top of what's going on, sign up for capwiz. You must do it from home. But you will be notified on things that you have the opportunity to respond to. You don't have to respond to everything you pick and choose.....

Be proactive, take part in the issues that will affect you today and tomorrow.

Simply go to your home computer go to the NASCOE home page roll down, click on CAPWIZ and enroll today.



Cathy Hemme % Pettis County FSA Office

1407 W. 32<sup>nd</sup> Street Sedalia , MO 65301

Tickets should be mailed so that they are received

by Cathy on or before March 16, 2007.

Tickets will be available at the convention also.



FRONT

The chances are \$1.00 each or 6 for \$5.00

Name: \_\_\_\_\_

County: \_\_\_\_\_

Phone #: \_\_\_\_\_

Name: \_\_\_\_\_

County: \_\_\_\_\_

Phone #: \_\_\_\_\_

**The convention for MASCOE will be held jointly this year with Illinois**

**here is the information we have:**

**DATES: MARCH 23 - 24 2007**

**MOTEL: Holiday Inn Collinsville**

**1000 Eastport Plaza Drive**

**1-55/I-70 at IL 157 (Exit 11)**

**Collinsville, IL 62234-6103**

**PHONE: 1-800-551-5133**

**Web: [www.hicollinsville.com](http://www.hicollinsville.com)**

**Room Rates: - Single/Double \$70.00 a night**

**more information will be coming so keep those date marked on your calendar for  
fun and excitement**

**WE ARE ASKING FOR  
A DONATION FROM THE COUNTIES FOR DOOR PRIZES.**

**YOUR DONATIONS SHOW THAT YOU SUPPORT THE WORK  
AND EFFORT THAT GOES INTO REPRESENTING YOU.**

**PLEASE CONTACT YOUR REPRESENTATIVE AND WE WOULD  
BE GLAD TO PICK UP YOUR DONATION.**

# Join MASCOE

## Can you be a MASCOE member?

Any person employed in leave-earning status in a County FSA Office in the State of Missouri, upon payment of dues shall be an active member of the Association with all rights and privileges pertaining thereto, such as the right to vote and hold office.

## Can you be a MASCOE Associate member?

Any person is eligible for a MASCOE associate membership that meets the following requirements:

- ♦ on the payroll of an FSA County Office unable to meet the requirements for full membership,
- ♦ on the payroll of the Missouri State Office,
- ♦ retired or RIFed from a Missouri County or State Office position, or
- ♦ in another FSA position not addressed by prior requirements.

FSA-444 Payroll Withholding (FSA-444 remains active until cancelled).



check for annual amount.



\$78.00 for Grades 9 and above,



\$52.00 for all other regular members, and



\$25.00 for all associate members.

## **When is the dues fiscal year?**

**The MASCOE dues year is from July 1<sup>st</sup> through June 30<sup>th</sup> of each year.**

## **What are the payment options?**

**There are two payment options available to current CO and GS**

FSA-444 Payroll Withholding (FSA-444 remains active until cancelled).

check for annual amount.

**Regardless of payment option, please complete the MASCOE Dues Transmittal located on the MASCOE website and mail to address given on the form.**

These are a few hyperlinks that you might find interesting.

- <http://www.fedweek.com>  
[www.usda.gov/farmbill](http://www.usda.gov/farmbill)

<http://www.usa.gov/index.shtml>

The MASCOE board would like to take this Opportunity to thank Mary Davis for the years Of dedication and service to MASCOE .

Mary, the best of luck to you in all your future Endeavors. We know no matter where you go your heart is still with us and the future members of MASCOE.

