

THE GOODWILL GAZETTE

SEPTEMBER 2022

Letter from Mr. Shelfer, President & CEO, Goodwill Industries - Big Bend



Fred G. Shelfer, Jr. CEO

We are entering into another season of the year. For accountants it is still the third quarter but for most of us it's back to school, football, and hopes for cooler weather. We still have to worry about hurricanes and covid, but the fall is not too far off and is an enjoyable time of the year. Fingers crossed but sales are running above last year, and donations continue to increase. Our mission service team is getting up to speed with more personnel and more services and so we are looking forward to a good season.

We have several construction projects underway that we anticipate will benefit our organization; the Lynn Haven addition should be complete within the month, we hope to start construction on a new warehouse in Crestview which they badly need, and we are having built two new classrooms onto our pre-school which

will accommodate 36 more children.

One more plus for the seasonal change, as the tourist season winds down we will be able to hire more associates in the Panama City and Destin areas. This should be a relief for our managers who have been carrying a heavy load this summer.

Take a deep breath as we round the corner and head down the stretch to a very successful year.

Sincerely,
Fred G. Shelfer, Jr.
CEO

SAFETY Call Before You Dig!

APWA UNIFORM COLOR CODE FOR MARKING UNDERGROUND UTILITY LINES

	WHITE - Proposed Excavation
	PINK - Temporary Survey Markings
	RED - Electric Power Lines, Cables, Conduit And Lighting Cables
	YELLOW - Gas, Oil, Steam, Petroleum Or Gaseous Materials
	ORANGE - Communication, Alarm Or Signal Lines, Cables Or Conduit
	BLUE - Potable Water
	PURPLE - Reclaimed Water, Irrigation And Slurry Lines
	GREEN - Sewers And Drain Lines

CALL BEFORE YOU DIG!
123locating.com

Did you know that digging a flower bed, putting up a basketball post or getting a new mailbox could cause problems for you and your neighbors?

One minute you are making a spot for that new Azalea Bush, and the next thing you know, you and your neighbor don't have water. Or maybe you hit a gas line!

Every state has a "Call Before You Dig" policy. Just dial 811 and make a request. All the utility companies will come out and mark their lines, and you will be given the "go ahead" when it is safe to dig.

Once the underground utility lines are marked, avoid digging within 18-24 inches on all sides of the utility marks.

Make your project a good experience. Just call 811, or make a request online before digging. Learn about the waiting period for your area, and learn about the rules for digging in your state.

Employee Shout-Outs

A huge shout out to

Justin Thompson

who was chosen to be in the stand-up paddle board in the special Olympics!

You are amazing Justin we are all rooting for you!



We would love to congratulate

Dwight Dukes

on being selected to receive the RESPECT Employee of the Year- Commodities Award. Dwight is an amazing part of our Goodwill family and we congratulate him on this amazing honor. Keep on being you Dwight, you are a prime example of what we all aim to be here at Goodwill Industries-Big Bend!



Santa Rosa Beach having an amazing table nacho celebration to close out summer and get ready for back to school!

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A shout out from Pam Barclay to *Jason Allen, Griffin Shelfer* and *Waymon Favors* for working extremely hard. We appreciate all the amazing work you do!



A special shout to Sophia Gilleo and Marcie Robinson for chasing down things, figuring stuff out, squeezing in last minute requests and being the most awesome at supporting all of us!!

~Tamara & The Team!

Shout out to *Mary Keith*. Mary has been with Goodwill Big Bend for two years working with the janitorial team at the airport. Recently Mary has decided to further her career by strengthening her computer skills. With some encouragement from Kari Updike, Mary has enrolled in Career Campus Microsoft classes. Mary, we can't wait to see what comes next for you at Goodwill! Picture of Kari(left) and Mary (right) headed to the computer lab.



WHAT'S NEW?

Concur

Do I have items pending on Concur?

When you see items in either of the 3 boxes below there is a charge pending action on your account.

MY TASKS

00	Required Approvals	00	Open Requests	03	Invoices
Great! You currently have no approvals.		You currently have no active requests.		08/22 GP \$57.05 - (AMAZON/SYNCB)	
✓		✓		08/16 GP \$210.00 - (DESTIN CHAMBER OF COMMERCE)	
				08/01 GP \$1,102.00 - (PRESS PRINT GRAPHICS)	

What do I need to do to complete these items?

To complete simply click on the image and follow the instructions listed. Once done and the ribbon has gone away, press save and submit the pending item.

GP

Assign | Send to Purchasing | Submit Invoice

Hide Exceptions

Exceptions

Line item 1 Please note the receipts of the PO does not show received for this information. Please check with the Employee who submitted the purchase request.

Matching Summary | Matched Summary

WHAT'S NEW?

Expense Report Cheat Sheet

Per Diem/Meal Reimbursement Guidelines

Per Diem will be paid for all travel which requires an overnight stay and Class C Travel. Meals provided at conferences & meetings should be deducted from the daily per diem

Per Diem/Meal Reimbursement	In Our Area Amount	Outside of our Area Amount	Leave Home or Office	Out of Town - Coming Home or to the Office
Breakfast	\$13.00	\$16.00	Before 7 am	Arrive After 8 am
Lunch	\$15.00	\$17.00	Before 11 am	Arrive After 1 pm
Dinner	\$26.00	\$31.00	Before 5 pm	Arrive After 6 pm

Mileage Guidelines

Mileage is paid for company use of personal vehicles.

Mileage is paid at \$.585 per mile.

Mileage paid is determined by the following formula: (As prescribed by IRS rules)

1. Home to Temporary Work Location - Actual Mileage
2. Temporary Work Location to Home - Actual Mileage
3. Main Job to Temporary Work Location - Mileage Chart Mileage
If not on Chart, Actual Mileage
4. Temporary Work Location to Main Job - Mileage Chart Mileage
If not on Chart, Actual Mileage
5. Home to Main Job - NOT PAID - See commuting miles below
6. Main Job to Home - NOT PAID - See commuting miles below

Commuting miles are never reimbursable. Commuting is defined as travel to main job from home or to home from main job.

Commonly Missed Coding

873: Mileage/Per Diem - (staff meeting miles would use this code)

915: Employee Relations-(Store Party)

787: Retail Supplies

789: Janitorial Supplies

881: Meetings & Conferences (Not for mileage unless you are attending a conference or meeting other than the monthly staff meeting.)

852: Advertising

WHAT'S NEW?



Announcing Goodwill Industries- Big Bends new IT partner

Beginning August 31, 2022 we will be partnering with Aegis Business Technologies throughout our organization for IT and technical support.

To place a ticket for support:

Call: (850) 422-2661 extension 1

Email: support@aegisbiztech.com

In case of an after hours emergency please call (866)-855-4287



MEET THE AEGIS TEAM

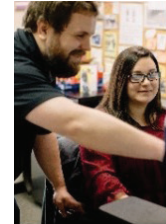
Meet the Aegis Team that will be assisting you on a day to day basis, while the entire team is at your service you will be working with these IT professionals most often.



Mr. Kevin Drake,
Chief Technology Officer, die hard Florida State fan and in charge of all Technology Support items for our team.



Mr. Bill Cummings,
Senior Technology Consultant, Bill has been with us over 20 years and he got his start in the construction business.



Mr. Kevin Hilt,
Technology Consultant who has a young daughter and loves cyber security.



Mr. Blair Cook,
Technology Consultant, was IT Manager at Radiology and Associates for over a decade prior to joining our team. Blair collects cars and has had over 20?



Mr. Micah Roundtree,
IT Specialist, a 20-year IT professional, a jack of all trades and as he describes himself, the nicest guy you will ever meet.

Ms. Krystal Barido, *Technology Services Coordinator who will help organize and schedule your support tickets. She has a 1 year old boy and has worked at Aegis over 10 years.*

CARE CORNER

September is National Suicide Prevention Awareness Month

Suicide is a problem that touches the lives of many Americans. Many of us may know someone, such as a friend, family member, or coworker who has attempted or died by suicide. Over the past two decades, suicide rates have steadily risen in the United States. Suicide is currently ranked 10th for cause of death among all ages.

It's important for you to know that suicide is preventable. With commitment and engagement in our communities, workplaces, and homes, together we can help reduce the number of suicides.

What are the warning signs that someone is at risk for suicide?

- Feeling extreme depression, guilt, or shame.
- Feeling hopeless.
- Talking about, or preoccupation with, death or suicide.
- Preparing for death, such as updating/preparing a will, giving away possessions, or taking steps to access lethal means (buying a firearm, acquiring quantities of pills/medication, researching ways to die).
- Exhibiting a dramatic change in behavior, including withdrawal from friends or usual activities, increased alcohol/drug use, difficulties in sleeping or eating, decreased self-care.

What should I do if I suspect someone is experiencing a crisis or is hurting?

If you believe someone needs help, we encourage you to follow the ACE (Ask, Care, Escort) suicide prevention model, with these easy-to-remember steps:

Ask – Ask, “Are you thinking of killing yourself?” Although it may feel awkward, research shows that people having thoughts of suicide feel relief when someone asks them in a caring way.

Care – Show you care. The context of caring makes it a lot easier to ask the hard questions about suicide. By actively listening and engaging, without judgment, you

are showing that you care – this might just be enough to help the person feel relief and that they are not alone.

Escort – When someone acknowledges that they are feeling suicidal or hopeless, care enough to connect them to the nearest helping resource. Do not leave them alone! If possible, separate them from methods of harm.

What resources are available for someone who is suicidal or in need of help?

- Take the person to the nearest Emergency Room, where they will receive a full suicide assessment and receive needed care. If the person is hesitant to receive emergency healthcare, call 911.
- Call 1-800-273-8255 to reach the National Suicide Prevention Lifeline 24 hours a day, 7 days a week, and follow their guidance. You can also visit their website for further information.
- If the person you know has a mental health professional that they see, help them schedule an urgent appointment. If they do not have an existing connection with a mental health professional, help them make an urgent appointment with their family physician.

What other resources are there for employees who may not be in a suicidal crisis, but need support?

- The DHS Suicide Prevention page provides risk factors and other ways to assist anyone who may need help.
- Your Component Employee Assistance Program (EAP) offers a variety of useful, free, confidential services for DHS employees and their families, including counseling, financial consultation, legal aid, and dependent care resources, and elder care support.
- The DHS Employee Resources website offers information and resources to help you support your family, work-life balance, health and wellness, and mental well-being.

WORD SEARCH

Cars

All the words are hidden vertically, horizontally or diagonally—in both directions. The letters that remain unused form a sentence from left to right.

R I N C R D R A O B H S A D N
 O E T A R S B U M P E R I N O
 O W H E E L L G L G N I N U T
 D H G Y D Y E S T R T R I M S
 I E I D N S S C T E R U O E I
 N E L O I V E C O U P É R H P
 I L E B L N I K R C R O N B P
 M S K E Y N D T A O L H A E O
 L L A A C G W I T R A U D S F
 M I R R O R A A C N B A T O R
 C E B C A R I B D A L C M C A
 N U F A C D T L R S T O U R H
 E R S T A O E L O I O O K F O
 S P A R K P L U G R A L R A L
 T E R N A S T L E B T A E S T
 I V T A E S K C A B E N S O U
 R P M A L G O F C E S T O F E
 N E T H E A D L I G H T R G Y

AIRBAG
 BACK SEAT
 BODY
 BRAKE LIGHT
 BRAKES
 BUMPER
 CLUTCH
 COOLANT
 COUPÉ
 CYLINDER
 DASHBOARD
 DIESEL
 DOOR
 FOG LAMP
 HANDLE
 HEADLIGHT
 HORN
 INDICATORS
 MIRROR
 PEDALS
 PISTON
 RADIATOR
 RIMS
 SEAT
 SEAT BELT
 SPARK PLUG
 TUNING
 TURBO
 WHEEL
 WHEELS

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Ashton Haskins	9/1 Joseph Collins	9/11 Christopher White	9/18 Korrior Drakewood	9/23 Abbigale Schaffner	9/29
Gina Hicks	9/2 Trina Jackson	9/11 Ladiamond Milton	9/18 Mariah Feezel	9/23 Calvin Weekley	9/29
Sophia Gilleo	9/2 Yodit Gibney	9/11 Michael Hutchinson	9/18 Tireek Anderson	9/23 Joseph Dobbs	9/29
Candra Johnson	9/3 Haley Vinson	9/12 Miriah White	9/18 Douglas Colina	9/24 Jessica Ervin	9/30
Melinda Dickerhoff	9/3 Jason Allen	9/12 Stacy Larkin	9/19 Gregory Conyers	9/24 Larry Edwards	9/30
Kay Hynes	9/5 Marlene Keener	9/12 Eddie Hadley	9/20 Jeri Staggs	9/24 Lisa Deese	9/30
McAdoo Wright	9/5 Shyrah Poole	9/12 Jodi Lee-wolk	9/20 Jessica Schuessler		
Ronnie Akins	9/5 Brian Whittington	9/13 Pamela Davis	9/20 Josh Davis	9/24 Loretta Jones	9/24
Zion Davis	9/5 William Healy	9/13 Pamela Zegarski	9/20 Loretta Jones	9/24 Sonia Maman	9/24
Elizabeth Banks	9/6 Elizabeth Rush	9/15 Sierra Noriega	9/20 Sonia Maman	9/24 Kiya Adams	9/25
Jaiden Clenney	9/7 Faith Alexander	9/15 Tyana Young	9/20 Kiya Adams	9/25 Mark Airhart	9/25
Samantha Fleming	9/7 Tina Friday	9/15 Jane Duross	9/21 Mark Airhart	9/25 Mondrell George	9/25
Justin Thompson	9/8 William Strickland	9/15 Steven Stier	9/21 Mondrell George	9/26 Julia Lopez	9/26
Micah Green	9/8 Austin Caudill	9/16 Sydney Aman	9/21 Julia Lopez	9/26 Rufus White Jr	9/26
Louis King	9/9 Sebris Safford	9/16 Issac Gasper	9/22 Rufus White Jr	9/27 Marisol Turmero	9/27
Chetwin Jackson	9/10 Sherman Wright	9/16 Shonda Goldsmith	9/22 Marisol Turmero	9/28 Earlnetta Gilliam	9/28
Mirna Ruiz	9/10 Amin Al Humiari	9/17 Tammy Dodd	9/22 Earlnetta Gilliam	9/28 Nitrell Cline	9/28
Durann Rollins	9/11 Wilfred Benoit	9/17 Christopher Mundhenk	9/23 Nitrell Cline		



Patri Hubin	15	Amanda Scott	4	Cat Tarrant	2	Michelle Scheuermann	1	Desiree Claghorn	1
Terr Bryant	14	Milton Mccoy	4	Kaleb Martin	2	Rosita Dickey	1	Alan Parker	1
Roxanne Tabo	13	Ja Spurlock	3	Quio Wright	2	Crystal Chadwell	1	Brandi Chesnutt	1
Andre Smith	13	Arac Chavez	3	Star Monroe	2	David Richardson	1	Lori Dunlap	1
David Laguna	12	Sydney Aman	3	Nicol Pryor	2	Jordan Harris	1		
Ja Harrison	12	Debbie Lathan	3	Leslie Brown	2	Aaronetta Frison	1		
Richa Neves	12	Richard Aldrich	3	Jose Alfonso	1	Madison Ruzsala	1		
John Provenzano	12	Kimberly Boone	3	Charles Wiles	1	Brandon Brown	1		
Anika Hall	10	Connie Burrous	3	Kathy Davis	1	Cathy Newman	1		
Derek Showers	8	Isia Cooper	2	Keyierra Virgo	1	Gail Arthur	1		
Jen Parrott	8	Michael Horne	2	Kama Wanzer	1	Connie Fortune	1		
Sheila Rooks	6	Pj Heckert	2	Jeff Morgan	1	Ald Cedillo	1		