



Resource

update

VOLUME 8 | ISSUE 1
JANUARY 2011

SERVING OUR MEMBERS CITIES, COUNTIES, GOVERNMENTAL AGENCIES & NONPROFITS

RESOURCE WELCOMES NEW MEMBERS



City of Sauk Rapids

ABOUT SAUK RAPIDS: Nestled along the banks of the Mississippi River, Sauk Rapids is a thriving Central Minnesota City with a rich history. With a population of 13,000, Sauk Rapids enjoys the many benefits of being part of the regional hub yet has the tranquility of a small town. Neighbors know neighbors. Walk down the sidewalk or into a store and you're bound to see friends, colleagues, or relatives. There's a sense of comfort and security in feeling a part of a close-knit community. The City Administrator is Ross Olson. To read more about our new member, please visit: <http://www.ci.sauk-rapids.mn.us>.



City of Cold Spring

ABOUT COLD SPRING: Located at the gateway to the Horseshoe Chain of Lakes in Central Minnesota and has been termed by developers as "the best kept secret in Minnesota."

Cold Spring, with an eye to the future, is maintaining that special "Hometown Pride" while experiencing an orderly growth. A drive through city streets shows a safe, attractive environment with 'down home' friendliness. The City Administrator is Paul Hetland. To read more about our new member, please visit: <http://www.coldspring.govoffice.com>.

zipnosis

A \$25 DOCTOR VISIT.
ANYONE. ANYWHERE. ANYTIME.

Online care is being offered in new and different ways. Zipnosis provides access to online care for eight common conditions.

As a patient you answer a series of software-guided questions about your health problem, and get a response within an hour. If the clinician issued a prescription, you can use Google Maps/GPS to send it to the most convenient pharmacy. For online care, the list of common conditions, and how it works go to: www.Zipnosis.com.



NEW
SERVICE
AVAILABLE FOR
MEMBERS

INSIDE THIS ISSUE: BE A WELLNESS ROCKSTAR. TIPS FOR HEALTHY COLD & FLU SEASON.

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SEE YOU THERE!

MUNICIPAL CLERKS AND
FINANCE OFFICERS
ASSOCIATION (MCFOA)
CONFERENCE

MARCH 17TH 2011

Don't forget to stop by the Minnesota Service Cooperatives booth at the 2011 Municipal Clerks and Finance Officers Association (MCFOA) Conference and Exhibit show, March 17. This will take place in St. Cloud at the Best Western Kelly Inn and Civic Center. I look forward to seeing all of our Members there!

Anthony Farag, Sales Specialist & Trainer



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CALENDAR OF EVENTS

January

8472	SMART Board Level 1.....	1/12
8349	The Gifts of ADHD.....	1/18
6982	Regional Chess Tournament.....	1/29

February

8175	Wellness Coordinator Training.....	2/2
8174	Wellness Coordinator Forum.....	2/2
8350	Becoming a Love and Logic® Parent.....	2/5
8351	A Look at Anxiety and Anxiety Disorders in Children.....	2/17
	President's Day - Offices Closed.....	2/21
8475	SMART Board Level 1.....	2/24

March

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8476	SMART Board Level 1.....	3/15
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8353	Autism-Behavior Management Through Emotion and Self Regulation.....	3/22
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DON'T MISS EXCITING HAPPENINGS,
CLASSES, TRAINING AND FORUMS THAT
WILL BRING YOU TO THE NEXT LEVEL!

For more events,
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www.resourcetraining.com

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(888) 447-7032

OFFICE HOURS
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from the **EXECUTIVE DIRECTOR**

Robert C. Cavanna, Ed. D.

UNFORTUNATELY, MOST OF US HAVE LITTLE SENSE OF OUR TALENTS AND STRENGTHS, MUCH LESS THE ABILITY TO BUILD OUR LIVES AROUND THEM.

Our staff recently took the Strengths Finder 2.0. It's a profile assessment of a person's strengths and it's based on the research of Marcus Buckingham and Donald Clifton. The Gallup organization interviewed 198,000 employees working in 7,939 business units within 36 companies. The premise is that we work better knowing our strengths rather than dwelling on our weaknesses. The results of those interviews showed that the organization whose employees feel that their strengths are used every day is more powerful and robust.

Unfortunately, most of us have little sense of our talents and strengths, much less the ability to build our lives around them. Instead, guided by our parents, by our teachers, by our managers, and by psychology's fascination with pathology, we become experts in our weaknesses and spend our lives trying to repair these flaws, while our strengths lie dormant and neglected.

Marcus Buckingham, coauthor of the national bestseller *First, Break All the Rules*, and Donald O. Clifton, Chair of the Gallup International Research & Education Center, have created a revolutionary program to help readers identify their talents, build them into strengths and enjoy consistent, near-perfect performance. At the heart of the book is the Internet-based StrengthsFinder® Profile, the product of a 25 year, multimillion-dollar effort to identify the most prevalent human strengths. The program introduces 34 dominant "themes" with thousands of possible combinations and reveals how they can best be translated into personal and career success. In developing this program, Gallup has conducted psychological profiles with more than two million individuals to help readers learn how to focus and perfect these themes.

instinctive reactions and immediately presents you with your five most powerful signature themes. Once you know which of the 34 themes – such as Achiever, Activator, Empathy, Futuristic, or Strategic – you lead with, the book will show you how to leverage them for powerful results at three levels for your own development, for your success as a manager and for the success of your organization.

I would recommend taking the Strengths Finder Profile, learn your top 5 strengths and have your spouse take the Profile too. It will begin a real rich discussion.

I would also recommend that you use it with your Department Heads, City Council, County Commissioners and the major team of persons you work with on a regular basis.

The findings will help you understand your team members better, why they behave in a certain manner and how to capitalize on their strengths.

Visit the website, www.strengthsfinder.com. I know you will find the exploration of strengths very useful. There's also a StrengthsFinder® for Kids, ages 10-14. For more information, visit the website at www.strengthsexplorer.com.

In closing, you'll be receiving this issue of the Resource Update in January. Why not make this a "personal renewal" activity for the New Year? You won't be disappointed and it will give you a different perspective on your talents. Let me know what you learn with this marvelous profile/assessment even if you only do it for yourself.

Robert C. Cavanna, Ed. D.
Executive Director



So how does it work? The book, *Strengths Finder 2.0* contains a unique identification number that allows you access to the StrengthsFinder® Profile on the Internet. This Web-based interview analyzes your

ACHIEVE ROCKSTAR PARENTING STATUS!

The Gifts of ADHD

Tuesday, January 18, 2011

7:00-9:00 p.m. (8349)

\$15.00/person • \$25/two people

Attributes of children with ADHD can be: creativity, thinking outside the box, high energy level, and passion.

Come to this class to learn how to:

- Harness and channel these attributes
- Help your child make more appropriate choices
- Reduce conflict in your relationship with your child
- Empower your child to self advocate

Becoming a Love and Logic® Parent

Saturday, February 5, 2011 (8350)

9:00 a.m.- 4:00 p.m.

\$45.00/person • \$65/two people

Learn simple, low stress communication techniques that are effective with children from toddlers to teens.

- Raise your odds of success by learning how to avoid power struggles
- Guide your children to solve their own problems
- Learn communication strategies
- Model and teach responsibility

Learn how to raise your children without raising the roof!

A Look at Anxiety and Anxiety Disorders in Children

Thursday, February 17, 2011 (8351)

7:00-9:00 p.m.

\$15.00/person • \$25/two people

Anxiety disorders are among the most common mental, emotional, and behavioral problems to occur during childhood and adolescence. Youth with anxiety disorders typically experience intense fear, worry, or uneasiness that can last for long periods of time and significantly affect their lives. If not treated early, anxiety disorders can lead to social/emotional, relationship, academic issues or further mental health concerns later in life. We will be looking at some signs and symptoms to be aware of what help is available and what parents/caregivers can do.

Visit www.resourcetraining.com to register or for class descriptions, details, and additional classes.

[WELLNESS]

BE A WELLNESS ROCK STAR!

By Peg Imholte, Family Education Wellness Specialist

ROCKIN' OVER THE DECADES FROM THE 50'S AND BILL HALLEY TO THE MILLENNIUM AND LADY GAGA. THAT WAS THE BEAT OF THE DECEMBER WELLNESS FORUM FOR THE COORDINATORS.

Always ready to inspire wellness programming throughout the region, the wellness committee from Resource was ready to perform music clips about wellness over the ages.

Wellness committees can have fun planning with a theme. With rockin' in mind, not only did the Resource wellness program year start with their own concert, they also decided to name their activities to rock songs to keep in the spirit of the theme throughout the year. At the December Forum, the program ideas were shared along with the Resource wellness team singing and dancing.

That wasn't all. Rockin' to Wellness starred Rich Flores, Registered Dietician from the VA. Since everyone likes snacks, why not find some healthy ones? And why not add some healthy eating habits for wellness rockers? Rich gave participants a list for cutting calories the easy way. His suggestions were:

- Try to cut 200-300 calories per day
- Make small changes you can stick with
- Make one change at a time
- Track the food that you eat
- Watch out for the monsters – Biggie, Super-Sized, Jumbo, Grande, Extra-Large (If you don't want to describe your stomach that way, don't eat that)
- Eat at one place in the house - most likely the kitchen
- Do nothing else while you are eating - focus & enjoy your food
- Serve yourself one portion at a time
- Never eat from a food package - put a serving in a bowl
- Wait 3-5 minutes before taking seconds
- Always leave one bite of food on the plate
- Eat until you are satisfied, not full
- Don't leave food out on the counter to see
- You should not be able to see your teeth marks in any spread on your food
- Don't eat it if you can not tell the animal source
- Put a sign on your fridge – "Am I hungry?" "What do I want to eat?"
- Brush your teeth if you are not hungry
- Slow down, take a sip of water every couple of bites.

Rich demonstrated how to prepare several snacks, which included tortilla chips, Guacamole Dip and Mexican Mangos. If you are interested in these delicious recipes, visit www.resourcetraining.com.



Rich Flores, VA Registered Dietician



Martha Roth as Cyndi Lauper



Anthony Farag as Bill Halley

GET NOTIFIED BY EMAIL

GET YOUR WINTER AND SEVERE WEATHER AWARENESS WEEK NOTIFICATIONS VIA EMAIL!

Beginning with the Severe Weather Awareness Week 2011, all announcements and updates about severe weather, winter hazard awareness, and safety campaigns will be sent electronically via email to subscribers. To ensure that you or your organization continues to receive the latest information about Winter Hazard Awareness Week, and other weather awareness programs and events, please send an email to: dps.weatherawareness@state.mn.us with the word "**Subscribe**" in the subject line. You can include as many other email addresses as you wish in the CC: field, as well, who will also receive the notifications.

Source: <http://www.winterweather.state.mn.us/>

RESOURCE TRAINING & SOLUTIONS IS EXCITED TO ANNOUNCE A NEW CONTRACT WITH KINETIC LEASING!

The Cooperative Purchasing Program at Resource Training & Solutions continues to develop contracts with vendors that help YOU succeed. Our new contract with Kinetic Leasing is a great example of this mission!

A dedicated team with more than 15 years of direct experience working with tax-exempt and municipal leases, Kinetic Leasing is committed to providing our members with the most competitive lease rates and to helping you find the lease that will best serve your organizations needs.

Multiple leasing options including:

- Finance or Capital Leases
- True or Tax Leases
- Operating Leases
- Municipal Leases Contact



upcoming SMART open enrollment classes

January 25th SMART Board Level 2 (MAC & PC)

February 24th SMART Board Level 1 (MAC & PC)

March 15th SMART Board Level 1 (MAC & PC)

March 30th SMART Board Level 1 (MAC & PC)

To REGISTER visit www.resourcetraining.com or contact Anthony Farag at afarag@resourcetraining.com to schedule training on site.

FREE ELECTRONIC NOTIFICATION SYSTEM CAN HELP YOU DEAL WITH BAD AIR DAYS.



If you are concerned about how air pollution may affect your health or the health of family members, subscribe to Enviroflash. This free service, provided by the Minnesota Pollution Control Agency (MPCA) and the U.S. Environmental Protection Agency, delivers useful air quality information to your e-mail inbox each day.

The dirty, brownish haze, or smog, that hovers over our cities on some still winter days is a serious matter for at-risk populations. Smog is an accumulation of miniscule, air-borne particles, or particulates, that are the byproduct of combustion activities. Among those who are sensitive to these fine particles are people with cardiovascular or respiratory disease, the elderly, children, and those who participate in activities involving extended or heavy exertion, whether indoors or out. Symptoms may include chest pain, shortness of breath, wheezing, coughing or fatigue. Even individuals who are healthy may experience health effects when pollution levels increase.

The other air pollutant that is of concern is ozone, a pollutant that is formed from vehicular, residential and industrial pollutants on warm, sunny days. Ozone can irritate a person's respiratory system and cause a burning sensation in one's throat and airways. Ozone can reduce lung function; cause tightness in the chest, wheezing or shortness of breath; and aggravate asthma and trigger asthma attacks.

EnviroFlash not only gives you daily information about air quality in your community, it also suggests how you can protect your health and help improve air quality by changing your activities. EnviroFlash forecasts are based on the Air Quality Index (AQI), the color-coded tool for communicating daily air quality (see <http://aqi.pca.state.mn.us/>).

It's easy to sign up for Enviroflash. Just go to mn.enviroflash.info, fill in your e-mail address and ZIP code, and select the type of message you want to receive. You can sign up to receive daily air quality forecasts, or choose to only be notified when the MPCA issues an air quality alert or advisory.



HEALTH & SAFETY

TIPS FOR STAYING HEALTHY THIS COLD AND FLU SEASON

By: Jodi Steinhofer, Administrative Coordinator

Winter is in full swing. The Holidays are over, the snow has fallen and continues to fall, and the germs are all around us. The cold and flu season can start as early as October and seems to end in April. Taking precautions to avoid catching the cold/flu is the best way to stay healthy this year, and the best way to avoid giving the cold/flu to someone else if you should get sick.

Here is a list of tips to keep you, your family, and your coworkers healthier this season:

1. The number one way to help prevent getting sick is to **WASH YOUR HANDS**, and do it frequently. There is a right way to wash your hands. Follow the 5 steps below to wash your hands and help stop the spread of germs to yourself and others. When washing with soap and water:

Step 1 – Wet your hands with clean, warm, running water. Then apply soap.

Step 2 – Rub your hands together to make the soap lather and then scrub all surfaces. Remember to scrub in between your fingers.

Step 3 – Continue rubbing your hands for 15 to 20 seconds.

Step 4 – Rinse your hands well.

Step 5 – Dry your hands with a paper towel or air dryer and if possible use your paper towel to turn off the water and open the door.

If soap and water are not easily accessible, use an alcohol-based hand sanitizer to clean your hands. Continue to rub your hands together with the hand sanitizer until your hands are dry.

2. Keep your hands away from your face. It is easy to be infected with a cold or flu virus when you unknowingly come in contact with the virus and then touch your eyes, nose or mouth.
3. Get seven to eight hours of sleep per night. While your body is well-rested it can provide a stronger response to viruses before it can make you sick.
4. Exercise regularly. Each time you exercise you get a temporary boost of immune-fighting cells that can help keep you healthy.
5. Drink a lot of water. Proper hydration is essential to staying strong and keeping a healthy immune system.
6. Avoid contact with sick people. While this is not always the easiest to accomplish, it is important to remember that if you are around someone who is ill – try not to touch their things, such as keyboards, mouse, phone, remote controls, cups, pens/pencils and be sure to wash your hands often. It is also important to not share drinks, utensils, or other personal items. If someone who is sick is in your workspace and using your items be sure to wipe your space down with a sanitizing wipe.

Hopefully these tips will help everyone prevent an illness this cold & flu season, however, if you should catch a bug, check out page 7 for tips to help get well faster.



SAVE THE DATES

ANNUAL BLOODBORNE PATHOGENS UPDATE FOR NURSES #8479

February 23, 2011

8:30am - 12:30pm

Presenters: Linda J. Malvin – R.N., COHN-S,
Midwest Occupational Medicine Program
Director

Linda will discuss personal protective equipment & the requirements, housekeeping requirements, symptoms of exposure, disposal methods of contaminated materials, Hepatitis B vaccination availability, efficiency & safety, modes of transmission of bloodborne pathogens, high risk exposure areas & post unprotected exposures.

DARE together, with Recovery Plus will have a panel that includes a Doctor, Pharmacist, a Mother and a member of the Bureau of Criminal Apprehension to discuss the use and abuse of prescription drugs.

POWER LIMITED TECHNICIAN 8-HOUR CONTINUING EDUCATION COURSE:

AUDIO, VIDEO AND ETHERNET CIRCUITS & THE NEC

April 7, 2011 #8482

8:00am - 5:00pm

Presenter: Ed Lethert (Course ID #090311.01)

This introductory course is designed for persons who work with, or intend to work with, audio and video systems, and systems that employ Ethernet technology for communication or control purposes. It will familiarize the attendee with signal sources, signal receivers, cabling, cable termination, cable and system testing and measuring, etc. It will also explain to the attendee relevant important portions of the National Electrical Code associated with the safe installation of these systems.

To register please visit our website at www.resourcetraining.com

For more information you can go to our website at www.resourcetraining.com or contact Jodi Steinhofer at 888-447-7032, or by email at jsteinhofer@resourcetraining.com





ask the BENEFITS SPECIALIST

Dan Weir, Insurance/Risk Management Consultant

QUESTION:

I recently read about Federal Healthcare Reform requirements that employer health plans should provide coverage for preventative exams. Is this the case in Minnesota?

ANSWER:

Yes, effective for renewals after September 23, 2010, employer's health plans may offer coverage for preventative exams. There is an exception for employers that wish to continue current plans without preventative care and continue without coverage for preventative exams by grandfathering existing plans. Employers that want to add coverage for preventative care exams generally wait until the next renewal to make plan changes. Employees and family members are encouraged to plan an annual preventative care exam. You may call your clinic in advance and ask to pre-authorize health plan coverage for your exam.

Blue Cross provides excellent information about health care reform and preventative exams at Bluecrossmn.com. Scroll down and click on: **Preventive care and health care reform** for more information including: a list of preventative care exam guidelines by clicking on **See Blue Cross' preventative care coverage guidelines**; and related information about preventative exams. Blue Cross has another link to lots of information about preventative exams.

Click on the following link to find out more about what preventative care is and what you need to know about it: http://www.bluecrossmn.com/bc/wcs/groups/bcbsmn/@mbc_bluecrossmn/documents/public/mbc1_hi_prevcare.hcsp

If you have specific questions about your coverage for preventative care exams contact your group leader, BCBS account manager, or local agent. If you have general questions or want more information about health care reform feel free to contact me by phone at 800-864-3797.

QUESTION:

My husband used to be covered by a managed care plan, how do these plans work and are there any of these kinds of plans around?

ANSWER:

Yes, managed care and Health Maintenance Organizations (HMOs) were first created in Minnesota along with managed care and limited networks of medical providers. Managed care strategies and HMO strategies include limiting employees and family member's ability to self select health care providers by limiting access to a primary care clinic. Limiting access and self referral were used in the 1990s but most employers and employees found HMOs too restrictive and moved to open access plans over the past few years. Two major characteristics of managed care and HMOs are that employees and family members are required to select a primary care clinic and first receive care from the clinic or pay higher costs. The primary care clinic is also responsible for making referrals to most specialists although there are some exceptions for emergency room visits and other specialties. The State of Minnesota SEGIP (State Employees Group Insurance Plan) and PEIP managed care plans require the primary care clinic designation and visits to their primary care clinic and most referrals from the same primary care clinic to specialists, generally within their network of providers.

TIPS FOR GETTING OVER YOUR COLD/FLU...FASTER.

(Continued from page 6)

- Drink lots of fluids
- Adding extra Vitamin C to your diet can help your immune system stay strong while fighting off the germs.
- Vitamin A is also known to be a stimulant for many immune processes – including strengthening the mucous membranes in your nose so they can fend off viruses and germs in your nasal passages.
- Try to stay home if you are sick to prevent the spread of the virus to others and to allow yourself the time to rest.





RETURN SERVICE REQUESTED



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COOPERATIVE PURCHASING - MADE SIMPLE

We've selected the Cooperative Purchasing Vendors you use the most, and have listed them below. Discounts, contact information, and offerings all at your fingertips; along with significant savings. Contact Anthony Farag at (888) 447-7032 or afarag@resourcetraining.com for more information on any of the vendors.

PC Mail Gov

Microsoft and Adobe Software
Discount: varies by license
Contact: Jacques Rioux
Phone: 800-625-5468
jacquesr@pcmallgov.com

NDR Cables and Networks

Cabling and Networking Supplies
Discount: up to 60%
Contact: Lance Moon
Phone: 888-637-2225
lmoon@ndrcables.com

OfficeMax

*Technology Equipment
Office Furniture and Equipment*
Discount: varies by product;
free shipping
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Acme Electric

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dan.mueller@ecolab.com

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playscapes@earthlink.net

The Retrofit Companies

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mwoodruff@retrofitcompanies.com

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Lightspeed

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credit when you trade-in a
used system
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Phone: 888-573-7887
ken.engstrom@lightspeed-tek.com

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Phone: 320-492-4890
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Nelson Auto Center

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dealer invoice
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Phone: 800-477-3013
gerryworner@nelsondodgegmc.com

Tierney Brothers

*SMART Interactive
Whiteboards
and Accessories*
Discount: 20%
Contact: Andrew Polehna
Phone: 800-933-7337 x319
andrewp@tierneybrothers.com



iPad/iTouch TRAINING

Does your organization have the latest technology available, but not access to necessary training? Contact Anthony Farag at (888) 447-7032 or afarag@resourcetraining.com to set up custom training facilitated at your location or ours. Make the most of this technology and change the way your organization does business.

SERVING OUR MEMBERS

Adding value...Maximizing resources