



1731 Southridge Drive  
Jefferson City, MO 65109  
573-635-9295  
www.cs-business.com

### C&S Staff:

**Paula S. Benne, CSP CTS**  
*President*

**Jerry Benne, CSP**  
*Vice President*

**Darlene Norment, CSP**  
*Accounting Director*

**Carrie Russell, CSP CTS**  
*Staffing Specialist*

**Sonnett Cagle, CSP CTS**  
*Staffing Specialist*

**Nicole Wilson, CSP**  
*Payroll Clerk*

**Mandy Thomas, CSP**  
*Account Representative*

**Stephanie Lehmen**  
*Community Relations Coordinator*

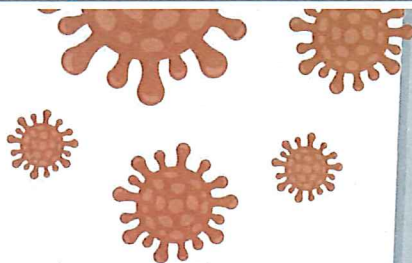
**Mary Heimericks**  
*Claims Manager*

**Lora Fannon**  
*Office Assistant*

Issue 45

November 2020

# Temp News



## Managing Stress During a Pandemic



Feeling overwhelmed or stressed over the pandemic and everything that we deal with as a result of the pandemic can be commonplace these days. Fatigue may be increasing for many as we get worn down dealing with all the necessary adjustments to our lives.

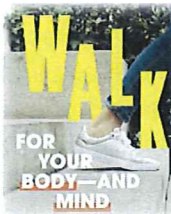
The good news is these feelings are normal and there are a number of simple things we all can do to help manage the stress and fatigue we may experience.

• **Take it Day by Day** -- Try not to look too far down the road. Realize there will be good days and bad days and that these things can come in waves. It's OK to feel bad but don't dwell on things you have no control over. In the meantime, concentrate on what you can do to feel better.

• **Engage in Constructive Thinking** -- Be compassionate with yourself and others. Don't expect perfection and don't wallow in mistakes or missed chances. It's safe to say, that none of us took a class in *How to Get Through a Pandemic* but we can adjust our thinking and do our best to roll with the punches.

• **Exercise** -- Experts still say that exercise is one of the best things we can do for coping; there's no magic potion!

Exercise releases endorphins, which relieve stress and boost our sense of pleasure. Exercise also channels out adrenaline when frustration builds up. Try going for a walk...it helps!



• **Find Things to Look Forward To** -- Even the smallest things can be fun to look forward to in the middle of uncertainty. It could be a home project that brings you satisfaction and pride or something as simple as a favorite Netflix series that you enjoy watching or re-watching. Make the effort to include activities you enjoy in your day especially when feeling stressed.

• **And Look Back** -- Don't think all the way back to last year but think about the past few months and how far we've come. Look at all the things you've been through and how resilient you and your family &/or co-workers have become.

• **Focus on the Positive** -- We can put ourselves through a lot of unnecessary misery projecting into the future or ruminating about the past. Look around and take notice of all the positive aspects in your life--they are there--plant them soundly at the forefront of your mind.





# what's new?

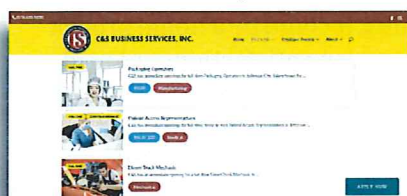
## AT C&S BUSINESS SERVICES

C&S makes every effort to keep our employees informed of any changes or updates that affect our employees. There are a number of ways to stay up-to-date with what you need to know as a C&S employee including these monthly newsletters, our Facebook & Instagram pages, the C&S website and contacting us directly by email or phone. So, what's new at C&S? LOTS!

First, C&S has upped the ante of our **Referral Bonus to \$100** during the month of November! For each person you refer to C&S Business Services who applies and is placed on a job assignment, you will receive a bonus of \$100! The applicant must work a minimum of 160 hours and you must complete the Referral Form (page 3 of this newsletter) and return it to C&S Business Services by November 30. Send your friends/family to C&S and start racking up some **extra \$\$** for yourself!



Next, C&S has recently updated our website! It has a fresh, new look as well as a quick and easy way to apply. The website is simple to



navigate and search for jobs. Each listing contains details about job responsibilities and requirements as well as hours and salary. Your referrals may apply online to start the application process; just make sure the Referral Form is completed and

returned to C&S.

Last, but certainly not least, C&S would like to introduce the newest member of our office staff, Lora Fannon. Lora joined C&S as an office assistant after working 27 years for the State of Missouri. She likes the fast-paced work environment at C&S and assisting applicants however

she can. Her duties include beginning the hiring process; answering and directing calls; updating employee records; scheduling interviews; assisting with tracking benefits, payroll distribution, testing and scanning; and she also provides support to other C&S staff.

Lora resides in Jefferson City with her husband, Darryl, and their two fur babies (Khloe and Kane). She has two grown children and two grandsons (ages 3 and 5) who she enjoys spending time with along with fishing, crafts and traveling.

Please join us in welcoming Lora to C&S!



### *What's happening in November:*

- November 1** -- Daylight Savings Time ends (turn clocks back 1 hour)
- November 3** -- Election Day
- November 11** -- Veteran's Day (C&S open)
- November 26** -- Thanksgiving Day (C&S Closed)
- November 27** -- C&S Closed
- November 28** -- Small Business Saturday

### **Permanent Placements**

The following employees were recently offered and accepted permanent employment at their assignments. C&S would like to congratulate and thank each of these individuals for their hard work and dedication!

**Kayla Reeves**  
**Ishmeakasha Turner**  
**Servando Padilla**  
**Ryan Nelson**  
**Nikki Green**  
**Ashley Palacios**

*Thank you to everyone  
who contributed to the  
2020 United Way Campaign!  
Your generosity is  
very much appreciated!*

# Help someone you know join the C&S Team



## **Connections can really pay off...**

especially if you recommend someone  
to work for C&S Business Services!

If your referral applies **by November 30, 2020**,  
and is placed on a job assignment through C&S,  
you will receive a generous **bonus of \$100** just  
for providing C&S with his/her name.

**Note: Applicants must work  
a minimum of 160 hours.**

## **To earn your \$100 bonus:**

- **Fill in your name & phone #**
- **Fill in your referral's name & phone #**
- **Return completed form to C&S  
Business Services (via email to  
nicolew@cs-business.com or in  
person) by November 30, 2020.**

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**(YOUR NAME)**

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**(YOUR PHONE #)**

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**(DATE)**

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**(REFERRAL'S NAME)**

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**(REFERRAL'S PHONE #)**



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