



C & B Newsletter

Issue 45

September 2016

Personnel Updates

Scott Bray
CFO

I wanted to make you aware of the following changes here at C&B that are effective immediately. A new organizational chart will be following next week that clearly outlines these changes and our reporting structure.

- Don Blum has been named General Manager of our newly created division, C&B Repair & Maintenance. Don will be responsible for the Hebron cleaning dock, Hebron barge maintenance, our dry dock and all general labors at Hebron. Don will report directly to Scott Bray.
- Emma Obertate has been promoted to Employee Relations Manager. Emma will be responsible for all employee relations activities, including payroll, benefits, recruiting, employee retention, employee involvement, etc. We are in the process of improving our payroll system and will be rolling out a much improved system in the near future. Emma will report directly to Scott Bray.
- David Westrich has been promoted to Port Engineer. David will be responsible for all internal maintenance at C&B and will be the direct report for our mechanics. David will coordinate with Ed Lapikas (General Manager C&B Marine), Paul Wiesner (General Manager C&B Energy Services), and...

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• Don Blum (General Manager C&B Repair & Maintenance) on all open issues, including maintenance and safety concerns. David will be primarily responsible for all parts ordering. David will report directly to Ed Lapikas.

• Ambyr Freeman has been promoted to Hebron Coordinator. In her role, Ambyr will assist in supply coordination, inventory management, maintenance data and data coordination of Hebron dock activities. Ambyr will be primarily responsible for all supply ordering. Ambyr will report directly to Don Blum.

• Sarah Monday has been promoted to Compliance Coordinator. In her role, Sarah will handle all fuel and lube ordering, tracking and compliance data. In addition, she will assist the safety and compliance department in credential, quiz and drill tracking. Sarah will report directly to Gordon Putzke.

We want to thank each and every one of you for your hard work and dedication to making Carlisle & Bray what it is today. We must continue to strive every day to better ourselves and those around us, and to look out for one another, so each of us returns home the same way we came to work. Over the coming weeks and months, we will be rolling out new processes and systems to improve our work, increase companywide involvement, and enhance our services we provide to our customers. Be safe and may God bless you and your families!





Service Department

Brandon Phillips

David Westrich

Port Engineer

Brandon Phillips has been promoted to C&B's Senior Mechanic! Brandon has been with C&B for over 5 years and has demonstrated outstanding commitment during that time. He had 10 years of mechanical experience prior to C&B. Brandon is experienced with all C&B vessels, equipment and operations. As part of his new role as Senior Mechanic, Brandon will be assisting in the deckieer training program and other facets of the Service Department. If you see Brandon out, please help us congratulate him on this promotion!

Safety Department

Stretching

Greg Schabell

Safety Manager

Fitness experts say stretching is the part of physical activity that most people tend to skip, but it can make a difference in how your muscles respond to exercise and reduce the chance of an injury. Stretching warms your muscles, and warm muscles are more pliant. Here's are some tips:

1. Warm up before stretching by performing neck, shoulder, hip, and knee/ankle rotations. Walking or jogging for several minutes is also a good way to warm up your muscles. In a perfect world, you'll stretch a few minutes into and after your workout.
2. There is NOT one "right" way to stretch. Ensure that you stretch the muscle groups that you will be using, especially your lower back.
3. Stretching should NOT be uncomfortable/painful. Move into a stretch, and stop when you feel tension. Breathe deeply while you hold the stretch for 15 to 30 seconds. Then relax, and repeat the stretch, trying to move a little bit further into it during the second stretch.

Here are some basic stretching techniques:

- Overhead Stretch (for Shoulders, Neck, and Back) - Stand with your feet shoulder-width apart, knees and hips relaxed. Interlace your fingers and extend your arms above your head, palms up. Take 10 slow, deep breaths, elongating the stretch on each exhale. Relax, and repeat once more.
- Back Bend (for Lower Back) - Stand with your feet shoulder-width apart, knees bent. With your hands at the small of your back, angle your pelvis forward while pointing your tailbone backward slightly; feel the stretch in your lower back. Pull your shoulders back. Hold for 10 deep breaths; repeat once more.

- Cat and Camel Stretch (for Core) - Get down on your hands and knees with your hands directly under your shoulders, your back flat, and your toes pointed behind you. Tighten your abdominal muscles, arch your back, and drop your head down so you're looking at your stomach. Hold for 10 seconds, breathing deeply. Now lower your back until it's swayed, simultaneously raising your head. Hold for 10 seconds, and then return to the starting position. Repeat.

Accounting Department

Employee Corner – Guidance Resources

Emma Obertate

Employee Relations Manager

We are pleased to announce that ComPsych is your new EAP provider of GuidanceResources services as of October 1, 2016. Your GuidanceResources benefits will give you and your dependents confidential support, resources and information for personal and work-life issues. These services are provided at no charge to you. Your Guidance-Resources services include: Employee Assistance Program (EAP) for Confidential Counseling, Work-Life Solutions, Legal Support, and Financial Information. GuidanceResources is available to you 24 hours a day, 7 days a week. There are two ways to access your GuidanceResources benefits: 1) Call 877.616.0508, you'll speak to a counseling professional who will listen to your concerns and can guide you to the appropriate services you require; 2) visit GuidanceResources Online at www.guidanceresources.com and enter your company ID: CN3906K. Remember, your Guidance-Resources benefits are strictly confidential. I hope you will take some time to explore all the benefits that GuidanceResources can offer to you.

Safety Department

Smoking Etiquette at Work

Greg Schabell

Safety Manager

Here are a few tips for good smoking etiquette at the work place:

- Ask if it's okay to smoke if there other employees are in the area before lighting up.
- If somebody else's smoking is bothering you, politely ask them to put it out or ask if they mind going somewhere else to finish smoking. If there other person was already smoking, wait outside until they're finished.
- Be respectful when other people who are eating...



- Wait to smoke until others having finished eating or go to another area.
- If you “need” to smoke and there are employees around that do not like smoke, try to go outside or away from that area.
- Do NOT blow smoke towards other persons.
- Practice good hygiene and wash your hands before and after smoking.
- Most importantly, practice GOOD COMMUNICATION: talk to your co-workers about the best way to accommodate each other’s preferences best.

Most of the time you should be able to reach a mutually acceptable arrangement if both parties are attempting to be respectful of one another. Maybe the other employee is fine so long as a door or window is left open; or they’re fine as long as nobody smokes while they’re eating; or maybe you rotate between going outside during smoke breaks. Sometimes an accommodation cannot be reached and the best thing to do is to move to another crew or operation. Always make your requests and responses in a polite manner. Ask for a mediator if you’re struggling to reach a satisfactory agreement.

Marine

Good News!

Ed Lapikas

General Manager C&B Marine

September was a good month for C&B Marine! We have received several compliments from customers about the quality and professionalism our crews display. As a team, we pulled together to help one another and achieve our goals and it shows. Great job everyone!

We would like to thank everyone for their cooperation with the new supply ordering system. It has proved to be very efficient thus far by streamlining the ordering process and preventing duplicate orders and waste. I would also like to thank the employees that have been staying current with their quizzes and drills. This is a condition of employment and it shows that you take your job seriously when everything is current. Keep up the great work!

Safety Department

Trick-Or-Treat

Larry Cox

Safety, Training and Compliance Coordinator

Halloween is right around the corner and I wanted to send out a checklist to help ensure everyone has a safe, as well as fun, Halloween. Remember that a lot of people will be drinking, so be careful on/around...

roads and always have a designated driver.

- Costumes, wigs and accessories are bright and/or reflective.
- Store-bought costumes are labeled flame resistant.
- Shoes fit well and costumes are short enough to prevent tripping.
- Masks allow for clear vision.
- Reflective tape added to costumes and/or trick-or-treat bags
- No tripping hazards are on porch or walkway.
- Pets are safe indoors or have collars and proper identification tags
- A parent or responsible adult is accompanying young children in the neighborhood.
- Flashlights with fresh batteries are ready for children and/or chaperone.
- Children have been taught and reminded to: walk, not run -- in a group; not get too far ahead or behind their chaperone; never enter a stranger’s home or car for a treat; never run across the street; cross streets only at corners and not from between parked cars; never eat or drink unwrapped items or open beverages; bring all candy home to be inspected.

Safety Department

National Alcohol & Drug Addiction Recovery Month

Greg Schabell

Safety Manager

By now, you’ve probably seen the image of the 2 adults passed out in their car from a heroin overdose with a child in the backseat. More recently, a video of a young girl trying to wake up her mother, who had overdosed in a Dollar Store aisle, was on the news. In fact, as I was writing this article another story appeared on the news involving a 7 year old girl who went to school and told the bus driver that she couldn’t wake up her parents, who had died the previous day from an overdose. The little girl got ready for school and left her 3 younger siblings with the deceased parents. Overdoses kill more Americans than car crashes or guns...and experts say the crisis hasn’t yet peaked. National Recovery Month is a national observance held every September to educate Americans that substance use treatment and mental health services can enable those with a mental and/or substance use disorder to live a healthy and rewarding life. You can get more information by visiting <https://recoverymonth.gov> or calling 1-800-662 HELP (4357) if you or someone you know is struggling with addiction.

Quote of the Month

"If the highest aim of a captain were to preserve his ship, he would keep it in port forever." Thomas Aquinas



Cell ring flower arrangement with leaving line decoration by Kenton Brown. Winner of the best pic of the month!



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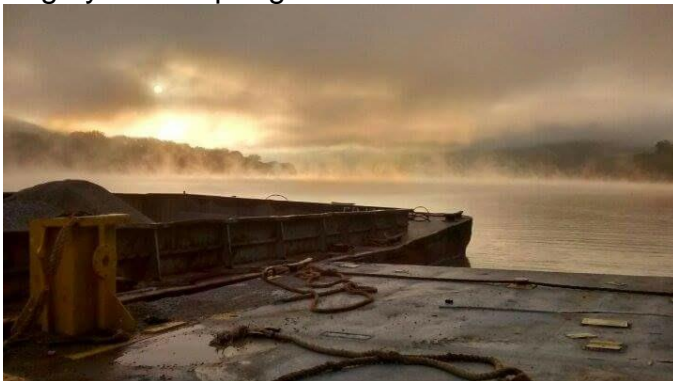
WEBN fireworks by Corey Davis.



Stuart double-rainbow by Mike Crawford.



Fog by Ernie Springer.



C&B sunrise by Mike McNelly.

Golden sky by William Lowe.





BIRTHDAYS & ANNIVERSARIES

Full Name	Hire Date
Arnold, Chad	10/31/2011
Braden, Joe	10/1/1998
Brooks, William	10/11/2010
Collins, Adam	10/26/1999
Cox, Frank	10/8/2013
Crawford, Michael	10/22/2007
DePriest, Ty E	10/6/2015
Earles, Donald A	10/15/2008
Friend, John A	10/6/2015
Friend, Larry W	10/6/2015
Hall, Channing L	10/7/2014
Hannan, Jason	10/17/2006
Heflin, Leslie J	10/6/2015
Ingram, James	10/11/1997
Jackson, Clay	10/29/2012
Leach, Edgar	10/21/2009
Littlejohn, Richard	10/9/2003
Louden, Travis M	10/7/2014
Miller, Ray	10/1/1998
Moore, Kevin	10/23/2012
Schottelkotte, Victoria	10/3/2011
Stith, Jeffrey	10/1/2000
Terrell, William	10/21/2003
Turner, Tyler W	10/6/2015
Wallace, Michael	10/21/2009

Full Name	Birthday
Becker, Matthew W	9-Oct
Blum, Donald R	9-Oct
Brown, Kenton	27-Oct
Curry, Dale R	12-Oct
Frederick, Thadius W	29-Oct
Hannan, Jason	2-Oct
Hewitt, Jared	27-Oct
House, Aaron	14-Oct
Ingram, James	10-Oct
Johnson, Brandon L	7-Oct
Justice, Brian D	4-Oct
Lawson, Jeffery S	2-Oct
Littlejohn, Richard	30-Oct
Longfellow, Roger	8-Oct
Obertate, Emma	4-Oct
Powell, Anthony C	10-Oct
Sturdivant, Shawn K	16-Oct
Wallace, Michael	5-Oct

Questions and Answers

We are asking that if you have any questions or would like clarification on something that you send us your questions and we will address them in this section. We look forward to hearing from everyone.

Q: Can I stop work if I suspect something is unsafe?
 A: Yes! Everyone has stop work authority and you're encouraged to exercise that authority if you believe that there is an unsafe act or condition.

Q: How can I get a C&B safety hat?
 A: The Safety Department will hand out safety hats to employees that demonstrate exceptional safety behaviors or marked improvement.

ANNOUNCEMENTS

It has been a busy month for new projects at C&B.

First, we are very pleased to announce that C&B will start dry docking Ingram vessels and barges at Hebron!

We've had dredging projects at Kellogg, River Road and Miami Fort!

We repaired the gearbox and grain shoot at Cargill!

C&B Energy completes cell band repair project with Carmeuse, Black River. Way to go Team!



M/V Pleasant back at Zimmer and in C&B colors!

