IOWA WORKFORCE DEVELOPMENT
UNEMPLOYMENT INSURANCE APPEALS BUREAU

APPEAL 16A-UI-01357-JP-T
ADMINISTRATIVE LAW JUDGE DECISION

APPEAL RIGHTS:
This Decision Shall Become Final, unless within fifteen (15) days from the mailing date below the administrative law judge's signature on the last page of the decision, you or any interested party appeal to the Employment Appeal Board by submitting either a signed letter or a signed written Notice of Appeal, directly to:

Employment Appeal Board
4th Floor – Lucas Building
Des Moines, Iowa 50319
or
Fax (515) 281-7191

The appeal period will be extended to the next business day if the last day to appeal falls on a weekend or a legal holiday.

AN APPEAL TO THE BOARD SHALL STATE CLEARLY:
The name, address and social security number of the claimant.
A reference to the decision from which the appeal is taken.
That an appeal from such decision is being made and such appeal is signed.
The grounds upon which such appeal is based.

YOU MAY REPRESENT yourself in this appeal or you may obtain a lawyer or other interested party to do so provided there is no expense to Workforce Development. If you wish to be represented by a lawyer, you may obtain the services of either a private attorney or one whose services are paid for with public funds. It is important that you file your claim as directed, while this appeal is pending, to protect your continuing right to benefits.

SERVICE INFORMATION:
A true and correct copy of this decision was mailed to each of the parties listed.

ONLINE RESOURCES:
Employer account access and information: https://www.myiowauli.org/UI/UpToTheWeb/
National Career Readiness Certificate or become a member employer utilizing internships through Skilled Iowa Initiative: http://skillediowa.org/
IOWA WORKFORCE DEVELOPMENT
UNEMPLOYMENT INSURANCE APPEALS BUREAU

NATASHA J LEWERKE
Claimant

CERRO GORDO COUNTY
Employer

APPEAL 16A-UI-01357-JP-T
ADMINISTRATIVE LAW JUDGE
DECISION

OC: 01/03/16
Claimant: Appellant (1)

Iowa Code § 96.5(2)a – Discharge for Misconduct

STATEMENT OF THE CASE:

The claimant filed an appeal from the January 25, 2016, (reference 01) unemployment insurance decision that denied benefits. The parties were notified about the hearing. A telephone hearing was held on March 2, 2016. Claimant participated. Attorney David Albrecht appeared and participated on claimant’s behalf. Employer participated through administrative officer for personnel, Tom Drzycimski, and county treasurer, Patricia Wright. Employer Exhibits A, B, C, D, E, and F were admitted into evidence with no objection.

ISSUE:

Was the claimant discharged for disqualifying job-related misconduct?

FINDINGS OF FACT:

Having reviewed all of the evidence in the record, the administrative law judge finds: Claimant was employed full-time as an appointed deputy treasurer from December 19, 2005, and was separated from employment on January 4, 2016.

Claimant was separated from employment for violating the county's information technology policy and other provisions of the employee handbook. The information technology policy notifies employees that their computer activity can be monitored by the employer. Employer Exhibit E. The information technology policy notifies employees that e-mails are considered public records. Employer Exhibit E. The information technology policy also prohibits e-mails that “contain[] offensive, abusive, threatening, harassing or other language inappropriate for the county.” Employer Exhibit E. Claimant was aware of the information technology policy. Employer Exhibit E. The employer also has an employee handbook that details conduct that is prohibited. Employer Exhibit D. The employer has a progressive discipline policy that is progressive, but allows the employer to bypass progressive discipline if it deems necessary depending on the circumstances.

Claimant was notified about the State Auditor’s investigation on July 22, 2015. Employer Exhibit B. On July 22, 2015, Claimant was put on paid administrative leave in response to an investigation by the State Auditor’s Office and unrelated to the reasons for separation. Employer
Exhibit B. For the investigation, the State Auditor wanted to review claimant’s e-mails during a six-month period (January 1, 2015 to July 23, 2015). The employer gathered approximately 11,200 claimant e-mails for this six-month period. The e-mails were provided by the IT department to Mr. Drzychmski. Mr. Drzychmski then went through each e-mail and categorized each e-mail to determine what was relevant for the State Auditor’s investigation and what was not. During the categorization, Mr. Drzychmski discovered claimant had approximately 7,400 e-mails of personal nature. Approximately 1,500 of the 7,400 e-mails were more closely reviewed because they contained negative comments about claimant’s co-workers and subordinates. After reviewing the e-mails Mr. Drzychmski conducted interviews with claimant and other employees in October 2015. During the interview, claimant acknowledged that she had no right to privacy to her computer usage at the employer and computer usage could be reviewed by the employer without any permission needed. Claimant told Mr. Drzychmski that she and Nicole Fessler (claimant was her supervisor) had nicknames for co-workers that were used in the e-mails, including reference to an employee’s weight, how much she ate, and her appearance. During one e-mail exchange, claimant contacted an employee that worked in the office below about whether the employee could hear this employee walking around, implying she was heavy. Claimant also made disrespectful comments about claimant’s supervisor, co-workers, and claimant’s subordinates via e-mails. Employer Exhibits C and F.

Claimant was in a supervisory position and was expected to lead by example. Claimant did not exercise authority to discipline employees engaging in unprofessional e-mail and in fact she initiated some of the e-mails. In April 2014, claimant had a conversation with a subordinate that personal use of the computer had to stop during work.

REASONING AND CONCLUSIONS OF LAW:

For the reasons that follow, the administrative law judge concludes the claimant was discharged from employment due to job-related misconduct. Benefits are denied.

Iowa Code § 96.5-2-a provides:

An individual shall be disqualified for benefits:

2. Discharge for misconduct. If the department finds that the individual has been discharged for misconduct in connection with the individual’s employment:

a. The individual shall be disqualified for benefits until the individual has worked in and has been paid wages for insured work equal to ten times the individual’s weekly benefit amount, provided the individual is otherwise eligible.

Iowa Admin. Code r. 871-24.32(1)a provides:

Discharge for misconduct.

(1) Definition.

a. “Misconduct” is defined as a deliberate act or omission by a worker which constitutes a material breach of the duties and obligations arising out of such worker’s contract of employment. Misconduct as the term is used in the disqualification provision as being limited to conduct evincing such willful or wanton disregard of an employer’s interest as is found in deliberate violation or disregard of standards of behavior which the employer has the right to expect of employees, or in carelessness or negligence of such degree of
recurrence as to manifest equal culpability, wrongful intent or evil design, or to show an intentional and substantial disregard of the employer's interests or of the employee's duties and obligations to the employer. On the other hand mere inefficiency, unsatisfactory conduct, failure in good performance as the result of inability or incapacity, inadvertencies or ordinary negligence in isolated instances, or good faith errors in judgment or discretion are not to be deemed misconduct within the meaning of the statute.

This definition has been accepted by the Iowa Supreme Court as accurately reflecting the intent of the legislature. *Huntoon v. Iowa Dep't of Job Serv.*, 275 N.W.2d 445, 448 (Iowa 1979).

Misconduct must be "substantial" to warrant a denial of job insurance benefits. *Newman v. Iowa Dep't of Job Serv.*, 351 N.W.2d 806 (Iowa Ct. App. 1984). When based on carelessness, the carelessness must actually indicate a "wrongful intent" to be disqualifying in nature. *Id*. Negligence does not constitute misconduct unless recurrent in nature; a single act is not disqualifying unless indicative of a deliberate disregard of the employer's interests. *Henry v. Iowa Dep't of Job Serv.*, 391 N.W.2d 731 (Iowa Ct. App. 1986). Poor work performance is not misconduct in the absence of evidence of intent. *Miller v. Emp't Appeal Bd.*, 423 N.W.2d 211 (Iowa Ct. App. 1988).

Claimant's argument that her e-mails were never intended to be released to the subjects of the e-mails or the public is not persuasive. The employer has reasonable policies that prohibit employees from harassing or bullying, including via e-mail. Employer Exhibits C, D, and E. Claimant's e-mails, specifically those in Employer Exhibit F clearly were harassing or bulling in nature. Employer Exhibit F. "The use of profanity or offensive language in a confrontational, disrespectful, or name-calling context may be recognized as misconduct, even in the case of isolated incidents or situations in which the target of abusive name-calling is not present when the vulgar statements are initially made." *Myers v. Emp't Appeal Bd.*, 462 N.W.2d 734 (Iowa Ct. App. 1990). "The question of whether the use of improper language in the workplace is misconduct is nearly always a fact question." *Myers v. Emp't Appeal Bd.*, 462 N.W.2d 734 (Iowa Ct. App. 1990). "It must be considered with other relevant factors, including the context in which it is said, and the general work environment." *Myers v. Emp't Appeal Bd.*, 462 N.W.2d 734 (Iowa Ct. App. 1990). In Nolan, she made only two comments over the phone regarding her supervisor. *Nolan v. Emp't Appeal Bd.*, 797 N.W. 623 (Iowa Ct. App. 2011 unpublished decision). Here, claimant's comments were not isolated incidents that only occurred once or twice. Employer Exhibit F. Claimant engaged in approximately 1500 e-mails in a six month time period commenting on her supervisor, co-workers, and her subordinates. Employer Exhibit F. Claimant's comments were recorded in a public record, her e-mail. Employer Exhibit F. Claimant did not have a reasonable expectation of privacy in those e-mails. Employer Exhibit E.

An employer is entitled to expect its employees to treat each other with civility and respect. *Myers v. Emp't Appeal Bd.*, 462 N.W.2d 734, 738 (Iowa Ct. App. 1990). An employer can also reasonably expect its supervisors to conduct themselves at a higher standard than their subordinates. Claimant not only responded to her subordinates' e-mails belittling her co-workers (including subordinates), but she also initiated some of the e-mails. Employer Exhibit F. Furthermore, in 2014, claimant had spoken to an employee about stopping personal use of the computer at work. The sheer number of e-mails is indicative of substantial misconduct and a deliberate disregard of the employer's interest in "expect[ing] decency and civility from its employees." *Myers v. Emp't Appeal Bd.*, 462 N.W.2d 734, 738 (Iowa Ct. App. 1990). Claimant's conduct is considered disqualifying misconduct, even without prior warning. Benefits are denied.
DECISION:

The January 25, 2016, (reference 01) unemployment insurance decision is affirmed. The claimant was discharged from employment due to job-related misconduct. Benefits are withheld until such time as she has worked in and been paid wages for insured work equal to ten times her weekly benefit amount, provided she is otherwise eligible.

Jeremy Peterson
Administrative Law Judge

MAR 03 2016

Decision Dated and Mailed

jp/pjs
February 16, 2016

SENT BY E-MAIL TO: uiappealhelp@iwd.iowa.gov; 64 pages including this page.

Iowa Workforce Development
Unemployment Insurance Appeals Bureau
1000 East Grand Avenue
Des Moines, IA  50319-0209

Ladies and Gentlemen:

Please find attached the following documentation concerning the following unemployment insurance appeal:

16A-UI - 01357
February 24, 2016; 11:00 a.m.

Lewerke, Natasha J.
2312 S. Benjamin Avenue
Mason City, IA  50401


Exhibit B. Letter placing Ms. Lewerke on paid administrative leave dated July 22, 2015. 1 page.


Exhibit D. Section 6.6, Cerro Gordo County Employee Handbook and acknowledgement signed by Ms. Lewerke. 3 pages.

Exhibit E. Cerro Gordo County Information Technology Policies and acknowledgement signed by Ms. Lewerke. 7 pages.

Exhibit F. Sampling of e-mails reviewed as part of investigation. 47 pages. The exhibit consists of e-mails dated:
January 7, 2015 (2 e-mail thread)
January 9, 2015 (2 e-mail thread)
January 14, 2015 (4 e-mail thread)
January 19, 2015 (5 e-mail thread)
January 23, 2015 (3 e-mail thread)
January 26, 2015 (3 e-mail thread)
January 28, 2015 (2 e-mail thread)
January 28, 2015 (2 e-mail thread)
February 4, 2015 (4 e-mail thread)
February 4, 2015 (5 e-mail thread)
February 6, 2015 (3 e-mail thread)
February 18, 2015 (8 e-mail thread, 2 pages)
February 23, 2015 (3 e-mail thread)
February 24, 2015 (2 e-mail thread)
March 2, 2015 (2 e-mail thread, 2 pages)
March 16, 2015 (7 e-mail thread, 2 pages)
March 18, 2015 (6 e-mail thread)
March 23, 2015 (4 e-mail thread)
March 25, 2015 (3 e-mail thread)
April 16, 2015 (3 e-mail thread)
April 20, 2015 (4 e-mail thread)
April 21, 2015 (5 e-mail thread)
April 24, 2015 (5 e-mail thread, 2 pages)
April 27, 2015 (5 e-mail thread)
April 28, 2015 (7 e-mail thread, 2 pages)
May 8, 2015 (4 e-mail thread)
May 19, 2015 (3 e-mail thread)
May 19, 2015 (3 e-mail thread)
May 19, 2015 (3 e-mail thread)
May 20, 2015 (4 e-mail thread)
June 10, 2015 (7 e-mail thread, 2 pages)
June 30, 2015 (5 e-mail thread)
July 1, 2015 (7 e-mail thread)
July 7, 2015 (9 e-mail thread, 2 pages)
July 8, 2015 (2 e-mail thread)
July 9, 2015 (4 e-mail thread)
July 16, 2015 (4 e-mail thread)
July 17, 2015 (2 e-mail thread)

Please confirm receipt of this e-mail and all pages by calling (641) 421-3075 or e-mailing me at tdrzycki@co.cerro-gordo.ia.us.

Sincerely,

[Signature]

Tom Drzycimski, SPHR, SHRM-SCP
Administrative Officer
for Personnel

Attachments
May 27, 2015

Natasha Lewerke
Cerro Gordo County Treasurer’s Office
220 N. Washington Avenue
Mason City, IA 50401

RE: Written Reprimand and Suspension

Dear Tasha:

This is a notice of written reprimand and one-day suspension for repeatedly disobeying my instruction regarding how matters should be reported to the Iowa Department of Transportation (IDOT) for investigation as well as looking up vehicle registration information in violation of state law.

On May 19, we discussed a person who had junked a number of vehicles without a recycler’s license. I instructed you twice to send an e-mail to ovsmail@dot.iowa.gov. On May 21, I determined that you sent the e-mail directly to Tonya Bishop at the IDOT contrary to IDOT’s direction and my instruction. Section 6.6(17) of the Cerro Gordo County Employee Handbook states that, “Failing to follow county job instructions or to perform work requested by a supervisor or manager,” is considered inappropriate, unacceptable conduct.

When you forwarded me the response to the e-mail you sent to Ms. Bishop, it was evident that you had altered your correspondence with her. In my interview with you, you admitted to doing so because you knew I would question you about it. E-mails are considered a public record. Your conduct is considered, “Unauthorized alteration to an electronic or printed county record or falsifying an electronic or printed county record.” This is inappropriate, unacceptable conduct under Section 6.6(3) of the Employee Handbook.

We have previously discussed the proper procedure for reporting what we think are discrepancies that may result in an enforcement action by the IDOT. These include use of the “big fat liar” button as well as complying with IDOT’s request to send e-mails to the ovsmail address. My records show that we have discussed this matter on at least three previous occasions. Following a conversation we had, you sent an e-mail to all clerks on March 4, instructing them on how to use the “big fat liar” button. We again discussed a similar issue on March 26 which resulted in me issuing a verbal reprimand to you. This matter was also part of your performance appraisal discussion on April 24. Your repeated willful disobedience of my direction violates Section 6.6(16) of the Employee Handbook. This section states that, “Engaging in insubordination or failing to cooperate with assigned employees, co-workers, supervisor, or managers,” is considered inappropriate, unacceptable conduct.
The final issue concerns you looking up a license plate on the ARTS system. In this case, you believed the individual to be operating their vehicle with expired license plates. As we discussed, a matter such as this is best left up to law enforcement and is not a concern of the Treasurer's Office. Your conduct is constitutes, "Unauthorized possession of confidential information," under Section 6.6(20) of the Employee Handbook. This is also a violation of Iowa Code Section 321.11(2) and is not covered under the exceptions listed in Section 321.11A.

This is unacceptable employee conduct and will not be tolerated. Any repeat incidents of this nature will result in severe disciplinary action including possible termination of your employment.

The one day, unpaid suspension will be served on Thursday, May 28, 2015. Because of the issues listed above, I am removing you from the UAT group with IDOT.

Sincerely,

Patricia Wright
Treasurer

Acknowledgement of receipt (By signing this verbal warning, you indicate only that you have received it. Your signature does not necessarily indicate your agreement.)

Natasha Lewerke

Date

6-27-15

CC: Personnel file
Personnel Director

5-29-15 forgot to scan Tashas copy
July 22, 2015

Natasha Lewerke
220 N Washington
Mason City, IA 50401

Tasha:

This is a letter notifying you that effective immediately you are being placed on paid administrative leave pending the results of an investigation into vehicle title irregularities.

While on paid administrative leave you must:
1. Remain available during your normal business hours (8:00 a.m. – 4:30 p.m.) for investigative purposes.
2. Turn in your county-provided phone, fob(s), keys, and other county equipment you may have in your possession to me or Tom Drzyczinski as soon as possible.
3. Not be on Cerro Gordo County property unless invited by me or Tom Drzyczinski for purposes of this investigation.

Sincerely,

Patricia J. Wright
Treasurer

Received:

Natasha Lewerke

Date
January 4, 2016

Ms. Natasha Leverke
2312 S. Benjamin Avenue
Mason City, IA 50401

RE: Revocation of Appointment

Dear Tasha:

This letter shall serve as written notice of revocation of your appointment as Deputy Treasurer pursuant to Iowa Code Section 331.903(2). I am required to provide written notice of revocation to the Auditor's Office under this Code section.

My decision to revoke your appointment was made based upon the findings of an investigation by the Personnel Department. In the course of the investigation, it was determined that you violated the following policies of Cerro Gordo County:

**IT Policy:**
Page 5 of this policy prohibits the, "Use of the e-mail system to send messages containing offensive, abusive, threatening, harassing or other language inappropriate for the county."

**Employee Handbook:**
The following are listed as "examples of inappropriate, unacceptable conduct" under Section 6.6:

9. Engaging in on- or off-duty conduct that would impair, limit, or prohibit you from fulfilling the essential functions of your position.

16. Engaging in insubordination or failing to cooperate with assigned employees, co-workers, supervisors, or managers.

25. Engaging in bullying. Bullying refers to repeated, unreasonable actions of individuals (or a group) directed toward an employee (or group of employees), which is intended to intimidate and/or creates a risk to the health and/or safety the employee(s). Bullying includes behavior that intimidates, degrades, offends, or humiliates a worker, often in front of others.

The Personnel Department's investigation found that you made disrespectful comments not considered to be in the public interest about me to your subordinates in the Treasurer's Office, others in the Courthouse, and to persons outside of county government.

The investigation showed that you initiated and participated in gossip via e-mail that included comments and innuendo about the personal lives and problems, work styles, and private challenges of your subordinates and me. Such discussions were intended to make your subordinates look bad in the eyes of others and could have resulted in the isolation of certain individuals. As a manager, you are supposed to halt and not perpetuate the very gossip you participated in.
If known, the insulting, disparaging, derisive, and ridiculing comments you made about your subordinates would humiliate them. The investigation concluded that this communication could be considered a form of bullying due to its frequency.

You demonstrated extraordinarily poor judgment by engaging in these types of e-mails. I consider the sending e-mails of the nature investigated about subordinate employees to other subordinates as being extremely inappropriate and conduct unbecoming of an appointed deputy.

Based on your conduct, the conclusions of the investigation, and the reasons stated above it is evident that you can no longer fulfill the essential function of supervising employees or serve this office as deputy treasurer. Your appointment is revoked pursuant to Iowa Code Section 331.903(2) as of the date of this letter.

Sincerely,

[Signature]
Patricia J. Wright
Treasurer

Acknowledgement of Receipt:

By signing below you acknowledge that you received this letter, not that you agree with its contents. You may provide a written response to the letter, which will be attached to it and maintained in your personnel file.

[Signature]   
Natasha Lewerke

[Date]
be loose or dangle in such a way that it creates a safety hazard. Body jewelry should be worn on the ear. No other areas of the body should be visible with body piercing jewelry. Tattoos must be appropriate in content and in keeping with a professional image.

The prescribed and issued uniform or approved attire must be worn in its entirety while on duty. Uniforms must be clean, pressed and neatly maintained at all times. Uniforms may be worn only while on-duty or while traveling to and from work.

### 6.5 SMOKING

No smoking will be permitted within county owned or leased buildings, facilities, or vehicles. Smoking is restricted pursuant to the Cerro Gordo County Smokefree Air Policy.

### 6.6 GUIDELINES FOR EMPLOYEE CONDUCT AND DISCIPLINE

In order to maintain safe, efficient and harmonious operations, and to continue to provide the highest standard of public service, the County has adopted the following rules outlining examples of unacceptable employee conduct. Each rule reflects a common understanding of what behavior is acceptable in the workplace.

These rules can be modified by the County as changing conditions warrant. The County may take whatever disciplinary action it deems appropriate in response to an offense, even if it is not included in the following list. You must understand that any offense, whether or not it is included in these work rules, may result in disciplinary action, up to and including discharge, without prior warning. In addition, your department may have rules specific to its operations that are not stated in this handbook.

The County expects your complete cooperation in observing these rules which have been designed for our common protection and benefit.

**Employee Conduct**

While it is not possible to list all the offenses for which you will be disciplined, the following are examples of inappropriate, unacceptable conduct:

1. Unsatisfactory work performance.
2. Unauthorized alteration to or falsifying employment or other job-related records, including but not limited to time records.
3. Unauthorized alteration to an electronic or printed county record or falsifying an electronic or printed county record.
4. Violating the County's policy against workplace harassment of any kind.
5. Establishing an unacceptable pattern or frequency of tardiness or absenteeism.
6. Failing to report for work without notification to the County for three (3) consecutive work days.
7. Unauthorized failure to return from a leave of absence.
8. Engaging in unauthorized or unnecessary use of County property or supplies, particularly for personal use.
9. Engaging in on- or off-duty conduct that would impair, limit, or prohibit you from fulfilling the essential functions of your position.
10. Illegally manufacturing, possessing, using, selling, distributing, or transporting drugs.
11. Consuming and/or bringing or using alcoholic beverages, illegal substances, narcotics, controlled substances, or other non-medically prescribed drugs on County property or using alcoholic beverages, illegal substances, narcotics, controlled substances, or other non-medically prescribed drugs while officially engaged in County business off of County premises during scheduled work hours.

12. Fighting, or disorderly, subversive, insubordinate, immoral, or indecent conduct; or using obscene, abusive, or threatening language.

13. Stealing property of coworkers, customers, clients, or the County.

14. Having unauthorized firearms, explosives, or other weapons on County premises or while on County business.

15. Disregarding smoking, safety or security regulations.

16. **Engaging in insubordination or failing to cooperate with assigned employees, co-workers, supervisor, or managers.**

17. **Failing to follow County job instructions or to perform work requested by a supervisor or manager.**

18. Violating a County safety rule or practice or creating or contributing to unsafe, unhealthy, or unsanitary conditions.

19. Intentional or unintentional unauthorized disclosure of county employee, client, patient or customer confidential information or protected health information.

20. Unauthorized possession of confidential information or removal of confidential information from the workplace.

21. Failing to maintain necessary licenses and/or certifications.

22. Failing to maintain required motor vehicle insurability.

23. Failure to report an accident or incident.

24. Working on personal jobs or engaging in secondary employment on County time.

25. **Engaging in bullying.** Bullying refers to repeated, unreasonable actions of individuals (or a group) directed toward an employee (or group of employees), which is intended to intimidate and/or creates a risk to the health and/or safety of the employee(s). Bullying includes behavior that intimidates, degrades, offends, or humiliates a worker, often in front of others.

26. On-premise sexual or romantic conduct between employees or an employee and a non-employee.

27. Failure to establish residency if required to do so by job description or within the time period prescribed by the elected official or department head.

28. Failure to adhere to the terms of a Light Duty Agreement.

**Discipline**

If your performance, work habits, attitude, or demeanor becomes unsatisfactory in the judgment of the County, based on violations of the rules listed above, or other County policies, rules, procedures, or expectations, you will be subject to disciplinary action, up to and including discharge. Certain offenses can be corrected using progressive discipline. Situations that the County believes will respond to corrective discipline will normally be handled as follows. The steps are listed in order of severity:

1. **Oral Reprimand:** An oral reprimand will be given as a warning when a department head needs to advise an employee of an inappropriate activity.

2. **Written Reprimand:** A written reprimand may be given for a more serious violation and shall be given for a repeated infraction normally disciplined by an oral reprimand.

3. **Suspension:** If sufficient improvement has not been made, or if the conduct continues, the employee may be suspended without pay.
Drug-Free Workplace Policy

ACKNOWLEDGMENT

I, Natasha Leverke, an employee of the Treasurers Office, hereby certify that I have received a copy of the employer's policy regarding the maintenance of a drug-free workplace. I realize that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited on this employer's premises or while conducting the employer's business. A violation of this policy can subject me to discipline up to and including termination. I realize I must abide by the terms of this policy and that if I am directly engaged in work performed pursuant to a federal grant or contract, as a condition of employment, I must notify the employer of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction. I further realize that federal law mandates that the employer communicate this conviction to the federal agency, and I hereby waive any and all claims that may arise for conveying this information to the federal agency.

Employee's Signature: Natasha Leverke
Date: April 22, 2015

EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

I have received my copy of the Cerro Gordo County Employee Handbook and I understand that it is my responsibility to comply with the policies contained in this handbook and any revisions to it. I understand that the handbook has been provided to me for informational purposes only, and that the County has the right to change or withdraw any policies, procedures, or benefit programs at any time. I acknowledge that this handbook is not a contract of employment, and that I am not guaranteed employment for any specific duration. Either the County or I may terminate my employment at any time with or without cause, unless otherwise provided by law.

Employee's Signature: Natasha Leverke
Date: April 22, 2015
IT IS THE POLICY OF THE M.I.S. DEPARTMENT UNDER THE DIRECTION OF THE BOARD OF SUPERVISORS TO PROVIDE AUTOMATED ACCESS TO ALL INFORMATION REQUIRED FOR FULLFILLING THE REQUISITES OF EACH COUNTY DEPARTMENT.
GENERAL INFORMATION TECHNOLOGY POLICY

I. Objective
The county has the obligation to ensure that its computer resources are used properly and within the guidelines established by the county. In pursuit of that goal, the county reserves the right to monitor the system for signs of illegal or unauthorized activity, which may include periodic review of the computer system and the policies that govern its use.

The county recognizes that information is an asset and shall establish security measures and assign responsibilities to protect it from loss, theft, and unauthorized modification, misuse, or disclosure. All security measures will conform to county policies and applicable federal and state laws.

II. Scope
The Information Systems Policy applies to users and all county owned equipment, programs, and information. For the purpose of this policy ‘User’ shall be defined as a full-time, part-time, temporary or contract employee, whether elected or not, that have been granted access rights to the computer network and computer equipment.

The Information Services Director will maintain and update the policy and distribute it to the Personnel Department for Board of Supervisors approval and inclusion in the Cerro Gordo County policy manual.

Responsibilities
M.I.S. software responsibility:
It is the responsibility of the M.I.S. Department to provide the software, limited training, and assure functionality of all utility software. This includes the operating system, network systems, word processing software, spreadsheet, database, backups, and other software with common usage across departments. Any software systems that have been developed or modified by Cerro Gordo County M.I.S. will also be maintained and supported.

There will be no software installed on the network or individual hard drives (whether or not the PC is attached to the network) without full knowledge of the MIS Dept. All software must be approved by the M.I.S. Department and virus checked prior to installation.

It will be the responsibility of M.I.S. to register and track all licenses required for the county network. If unlicensed or illegal software is found on county equipment, the department head will be notified, and if it is not or cannot be corrected, it will be removed.

All software installations will be requested by the elected official/department head (or their designee) of the department where it will be used.

M.I.S. hardware responsibility:
The hardware responsibility of the M.I.S. Department includes support of all county owned and approved computer equipment used by the county whether or not it is attached to the network. The network includes local hard and floppy disk drives in individual PC’s. To fulfill this responsibility, the following rules will be applied:

All computer related equipment must be purchased through the M.I.S. Department.

All hardware connected to the network must be installed and attached by the M.I.S. Department with written authorization by the elected official/department head (or their designee) of the department where it will be used.

All defaults set by MIS must be left as set when installed.

If specific hardware is required for a function relating to the county system, the elected official/department head (or their designee) will provide written authorization to M.I.S. of the requirement and all appropriate steps will be taken to acquire, install, and prepare for maintenance of the required equipment.
User responsibility:
All users are responsible for safeguarding information and the physical assets that store this information. Users are responsible for using computing resources in an effective and lawful manner, consistent with the provisions of this policy.

All users understand that there is no right of privacy associated with the county's computer equipment, the Internet, electronic mail, or any other communications devices. In this regard, the county has the right to monitor all communications, retain records of all communications, and use this information in any manner permitted by law.

Compliance
Users shall comply with all sections of this policy. Violations of this policy may result in disciplinary action up to and including termination. Violations may result in termination of system access and/or criminal prosecution as deemed appropriate by the county.

III. Security
A. Physical Security
Department Heads and Elected Officials shall be responsible for all hardware assigned to their department. The MIS Department will secure all hardware not assigned to a particular department. All data including disks, tapes, data, etc. will be stored in a secured and/or locked environment. Data may not be removed from county premises without permission of the department head.

B. Network Security
The MIS Department shall assess risks to information from network, remote, and Internet connections and shall implement effective measures to protect the county's information. All users shall be granted their own user account on the Cerro Gordo County network upon receipt, in the MIS Department, of a written request from the Department Manager (or approved designee), and after the acknowledgement sheet for this policy has been signed by the user and filed with the MIS Department. Users must select a secure password and shall not divulge that password to anyone, except upon order of their department supervisor. The password must be changed on 90-day intervals. All computers should be "logged out or otherwise secured" if the user is away from their normal work area for a period exceeding 15 minutes.

C. Software Security
Commercial Software will be used in accordance with licensing agreements and copyright law. Noncommercial and personal commercial software will not be installed on computers unless previously approved in writing by the MIS Department. Users shall not download software from the Internet without the permission of the MIS Department.

D. MIS Steering Committee
Cerro Gordo County has established and maintains a MIS Steering committee to oversee security procedures, review supplemental department policy, and provide a forum for establishing general direction and priorities.

E. Security Awareness
Department Heads and Elected Officials shall ensure that all users in their departments are aware of and comply with security measures. HIPAA training must be taken within a reasonable period after being accepted for a position within the county. The period shall not exceed 90 days.

F. Laptop Computer Security
MIS will setup and maintain a BIOS password on all laptop computers purchased for county use. In addition, a USB flash drive will be purchased with each laptop. The flash drive will be used for storage of county information (there should be no county information stored on the laptop's hard drive). When the laptop is not in use, the flash drive must be disconnected and kept in a separate location. The flash drive can then be used in a standard work station and the data uploaded (moved) to the user's network files. All reasonable effort will be made to secure the laptop from theft. Some of these efforts may include locking the laptop in your trunk when you must leave it in your car, use a locking cable to affix the laptop to a stationary object, carry the laptop in a regular case that does not appear to be a laptop case.

Disaster Backup
The MIS Department shall maintain backups of all critical data on a scheduled basis.
Personal Use of Computers

Information, equipment, software and any other Information Technology resources may be used for business purposes only. It is understood that the County’s computers, computer network, and other computer resources may not be used for personal purposes without the explicit permission of the Department Head and knowledge of the MIS Department. (IA Code Sec. 721.2(5))

No personal files will be left on either the internal hard drive or any networked disk drive.

The system may not be used for any political purposes. (IA Code Section 721.2(8))

No software may be loaded or run on the system without first being approved by M.I.S.

IV. Prohibited

It is not possible to list all behaviors that are prohibited or considered unacceptable. This list is representative of the types of activities which may result in corrective action and is not intended to be all-inclusive.

A. Use of a computer account or the county’s network in a manner which violates federal, state or local law or county policy,
B. Transfer or use of copy written materials through the county’s computer resources, without the explicit consent of the owner,
C. Harassment of another user via computer and/or network facilities,
D. Taking or altering another’s work without permission,
E. Attempting to gain another user’s password or log on as another user,
F. Permitting use of an assigned account by another person,
G. Use of an account for commercial purposes,
H. Physical abuse of the county’s computer equipment,
I. Use of County computers for any illegal activity. If evidence of such activity is found, all legal remedies will be taken.

V. Regulations on the use of Information Systems

All electronic communications and data maintained by county personnel are protected by security systems requiring passwords. A different password is required to be assigned to each individual who accesses the computer system. Any misuse or disclosure of a person’s password is a breach of the security of the computer system, and subjects the employee to possible disciplinary action, up to and including termination. Additionally, any attempt to defeat the password system is an act of misconduct.

All disks that are inserted into the county’s computers must first be scanned for viruses.

Users shall not obstruct or disrupt the use of any county system or network.

Users shall not attempt to alter without proper authorization from MIS, either the hardware or software components of the county’s computing system or network.

The MIS Department reserves the right to inspect any and all files stored in private areas of the network to assure compliance with the policy.

The MIS Department must approve all users requiring external network use, prior to execution.

VI. Electronic Mail (E-Mail)

Cerro Gordo County provides e-mail for all employees for the purpose of conducting county business. The E-mail system includes messages that are generated within the network as well as those that originate, or are sent to the Internet. Employees are to use e-mail as they would any other type of official county communications tool. This means that when any e-mail is transmitted, both the reader and sender should consider and assume that any e-mail could be made available to the public (including a court of law). Usage of e-mail to distribute system wide messages will be reviewed in advance by the respective department head.
INTERNET/E-MAIL POLICY

Purpose
The county provides electronic mail to employees at county expense for their use in performing their duties for the county. E-mail used in the Cerro Gordo County system integrates the use of Internet e-mail along with internal e-mail. The purpose of this policy is to provide general information regarding the use and limitations.

Background
In connection with your work at Cerro Gordo County you may also have full Browser access to the Internet through the use of county computers. This allows for some very positive and effective aspects while at the same time allowing options that can be used in a very negative manner.

Loosely defined, the Internet is a web of connected computers throughout the world. Literally millions of computer users have access to virtually any information regarding any subject. The Internet can provide access to libraries in New York, Tokyo, and Brazil, as well as provide access to forms from the Internal Revenue Service, regulations from the Department of Transportation, and items too numerous to mention. While the Internet can serve as a useful tool in connection with your employment, it can also serve as a serious distraction.

Responsibilities
Much of the information available on the Internet is free of charge to the user. There are, however, a number of services that require payment for information obtained. While certain services may claim that providing financial information is "secure", there is no guarantee that any confidential information such as bank account numbers, credit card numbers, or other personally secured items can be protected from unauthorized use once they are transmitted on the Internet. Employees may not transmit any confidential county information over the Internet. This includes, but is not limited to, bank account numbers, credit card numbers, financial information, or any other confidential information regarding any department or employee of Cerro Gordo County.

The Internet can also provide access to material, which may be deemed offensive to others. You are cautioned that information that may be sexually explicit or otherwise offensive can be obtained. It is strictly against the county's policy for employees to attempt to access, copy, or distribute such offensive material.

There are numerous gambling sights on the internet. Visiting these sites is not a valid use of county time and under certain circumstances, may be illegal. Use of these sites is against the policy of Cerro Gordo County.

There is also information on the Internet, which may be protected by trademark or copyright laws. Illegal or unauthorized duplication of material thus protected is specifically prohibited by law and by the policies of Cerro Gordo County.

Downloading of information and programs from the Internet should be done with caution. Computer viruses can be transmitted through the downloading of programs, and the viruses may have a devastating effect on the county's computers and networks. If you must download information from the net, you must take all necessary precautions to avoid downloading a virus. Contact the Network Administrator for the best procedure to avoid duplication of a computer virus.

Supervisors or Department Heads may authorize the use of e-mail to send and receive messages and to subscribe to listservs from recognized professional organizations and entities relating to the official duties of the county. All employees are authorized to use e-mail as they would any other official county communication tool. Communication by e-mail is encouraged when it results in the most efficient or effective means of communication. The sender of e-mail messages must retain the primary responsibility for ensuring that the intended receiver receives communication.

Employees should be aware that others might read e-mail messages for a variety of valid reasons. Although this statement is true of many other types of county correspondence also, the nature of e-mail can lead one to forget or ignore that e-mail cannot be considered the private property of the sender or recipient, even though passwords or encryption codes are used for security reasons. E-mail may be reviewed without the permission of the user. However, any internal disclosure without the consent of the sender will be limited to those employees who have a need to access the information. In most cases, information transmitted via e-mail through the county system is considered public record under state law.
Should employees make incidental use of e-mail to transmit personal messages, such messages will be treated no differently than other messages, and may be accessed, reviewed, copied, deleted, or disclosed. You should not expect that a message would not be disclosed or read by others beyond its original intended recipients.

Any use of the Internet to obtain or send offensive or sexually explicit material is expressly prohibited.

Use of the internet for any illegal activity is strictly forbidden, and if found, all legal remedies will be taken.

E-Mail can be used during discovery in a court of law, and the county will disclose any mail message to law enforcement officials if legally required. When under legal obligation, the Director of MIS will review requests for access to the contents of electronic mail without the consent of a sender/recipient.

Heavy usage or high volume activities must be kept to a minimum in order to maintain reasonable Internet response time across the network. Examples of such activities include, but are not limited to, listening to the radio over the Internet, live video, downloading extremely large files, etc.

Prohibited use of e-mail
It is not possible to list all behaviors that are prohibited or considered unacceptable. This list is representative of the types of activities which may result in corrective action and is not intended to be all-inclusive.

1. Use of e-mail to send chain letters.
2. Use of e-mail to send copies of documents in violation of copyright laws.
3. Use of e-mail that would compromise the integrity of the county and its business in any way.
4. Use of the e-mail system for “moonlighting”, job searches, or the advertisement of personal business.
5. Use of the e-mail system to send messages containing offensive, abusive, threatening, harassing or other inappropriate language for the county.
6. Interception, eavesdropping, recording, altering another person’s e-mail message.
7. Forwarding a message sent to you without the sender’s permission.
8. Adopting the identity of another person on any e-mail message, attempting to send electronic mail anonymously, or using another person’s password.
9. Misrepresenting your affiliation on any e-mail message.
10. Using e-mail for any commercial promotional purpose, including personal messages offering to buy or sell goods or services.

This policy does not constitute a contract, and the county reserves the right to change the policy at any time. Violations of this policy will be reviewed on a case-by-case basis and can result in disciplinary action up to and including termination. All e-mail messages are subject to all state and federal laws and rules, which may apply to the use of e-mail. In addition, violations of this policy or misuse of the e-mail system, which are of a criminal nature, may be referred for criminal prosecution.
CERRO GORDO COUNTY
INFORMATION TECHNOLOGY, INTERNET/E-MAIL POLICY

I hereby acknowledge that I have received a copy of the Cerro Gordo County Information Technology and Internet/E-Mail policy. I understand that the county has the right to monitor the system for illegal or unauthorized activity, including periodic review of the computer system. I understand that all internet, email communication systems and all information transmitted by, received from, or stored in these systems are the property of Cerro Gordo County. I have no expectation of privacy in connection with the use of this equipment or with the transmission, receipt or storage of information in this equipment. I agree to not use a code, access a file or retrieve any stored communication unless authorized. I acknowledge and consent to the county monitoring my use of e-mail at any time as provided by the e-mail policy. Such monitoring may include printing and reading all electronic mail entering, leaving or stored on the county's system. I understand that this policy shall not be construed to be a contract and may be modified by the Cerro Gordo County Board of Supervisors at any time.

I have read and understand all the provisions specified in this policy.

Employee Job Title  
Deputy treasurer

Employee Signature  
natasha lewerke

Date  
9-24-09

I hereby authorize access to the following:

(Printed Employee Name)

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<tr>
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<tr>
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<td>Lewerke</td>
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<th>Supervisor/Head of Department</th>
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<tr>
<td>Patricia G. Wright</td>
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</tbody>
</table>

Date  
9-17-09

Resolution 2005-115
Drzycimski, Tom

From: Lewerke, Natasha [nlewerk@co.cerro-gordo.i a.us]
Sent: Wednesday, January 07, 2015 10:18 AM
To: Fessler, Nicole
Subject: RE:

I think she realizes that she is big. Probably not as BIG as she really is though. She will end up having to have bypass surgery at some point because she has no will power to change!

From: Fessler, Nicole
Sent: Wednesday, January 07, 2015 10:05 AM
To: Lewerke, Natasha
Subject:

Question...so when we were talking about those FAT people on TV...do you think BC listens and thinks, "god do I look like that?" Or do you think it goes over her head?
I hope the whole A$S rips out of them...at work!!

When are the black walmart pants going to wear out??
Drzycimski, Tom

From: Fessler, Nicole [nfessie@co.cerro-gordo.ia.us]
Sent: Wednesday, January 14, 2015 1:19 PM
To: Lewerke, Natasha
Subject: RE:

I did just puke in my mouth a lil bit! Ok a lot!!! Yucko!!! Spaceballs!!!

(remember him?)

From: Lewerke, Natasha
Sent: Wednesday, January 14, 2015 1:14 PM
To: Fessler, Nicole
Subject: RE:

Screw the bar...we can just go to the liquor store down the road:) I don't mind sitting in the car having a drink or 5! LOL

I see that BC is supposed to bring sour cream tomorrow...think she will just lift up one of her belly folds- scrape it out and put it in a container? BARF!!

From: Fessler, Nicole
Sent: Wednesday, January 14, 2015 1:12 PM
To: Lewerke, Natasha
Subject: RE:

Have you asked her when she is leaving yet?? Haha!

You shoulda responded to my snap... I would have met you at the bar! Haha!

From: Lewerke, Natasha
Sent: Wednesday, January 14, 2015 1:11 PM
To: Fessler, Nicole
Subject:

Going to be one long afternoon...has she left yet?! UGH

Natasha J. Lewerke
Motor Vehicle Deputy
Cerro Gordo County Treasurer
220 N Washington Ave
Mason City, IA 50401
641-421-3030 telephone
641-421-3089 fax
www.co.cerro-gordo.ia.us
Drzycimski, Tom

From: Lewerke, Natasha [nnewerk@co.cerro-gordo.ia.us]
Sent: Monday, January 19, 2015 11:36 AM
To: Fessler, Nicole
Subject: RE:

And another cookie!!!

From: Fessler, Nicole
Sent: Monday, January 19, 2015 11:28 AM
To: Lewerke, Natasha
Subject: RE:

I was walking behind Julie in the hallway...holy crap...how does she get in those jeans?????

From: Lewerke, Natasha
Sent: Monday, January 19, 2015 11:28 AM
To: Fessler, Nicole
Subject: RE:

It's a little snack...to compliment the cappuccino and brownie that she had earlier this morning!

From: Fessler, Nicole
Sent: Monday, January 19, 2015 11:25 AM
To: Lewerke, Natasha
Subject: RE:

She had a couple of those bars back there???? MOOOOOO!

From: Lewerke, Natasha
Sent: Monday, January 19, 2015 11:14 AM
To: Fessler, Nicole
Subject:

Have another cookie BC!!

Natasha J. Lewerke
Motor Vehicle Deputy
Cerro Gordo County Treasurer
220 N Washington Ave
Mason City, IA 50401
641-421-3030 telephone
641-421-3089 fax

www.co.cerro-gordo.ia.us
AND a slug!!:) A huge one!!!

From: Fessler, Nicole
Sent: Friday, January 23, 2015 10:08 AM
To: Lewerke, Natasha
Subject: RE:

She is a POS!

From: Lewerke, Natasha
Sent: Friday, January 23, 2015 10:08 AM
To: Fessler, Nicole
Subject:

Thought I would just answer- BC is sooo lazy!

Natasha J. Lewerke
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Mason City, IA 50401
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641-421-3089 fax

www.co.cerro-gordo.ia.us
Drzycimski, Tom

From: Lewerke, Natasha [nlewerk@co.cerro-gordo.ia.us]
Sent: Monday, January 26, 2015 8:44 AM
To: Fessler, Nicole
Subject: RE:

Exactly! STFU nasty shoe wearing buffalo A$$!

From: Fessler, Nicole
Sent: Monday, January 26, 2015 8:33 AM
To: Lewerke, Natasha
Subject: RE:

Then, she stops talking and BC asks her another question...stfu!

From: Lewerke, Natasha
Sent: Monday, January 26, 2015 8:32 AM
To: Fessler, Nicole
Subject:

My head hurts with all the talk!! LOL

Natasha J. Lewerke
Motor Vehicle Deputy
Cerro Gordo County Treasurer
220 N Washington Ave
Mason City, IA 50401
641-421-3030 telephone
641-421-3089 fax

www.co.cerro-gordo.ia.us
OMG! I am just waiting for it to EXPLODE!!!

I kind of feel sorry for her shirt today...and yes, we are all going to hell 😊
What the hell? No, actually its more like this

From: Lewerke, Natasha  
Sent: Wednesday, January 28, 2015 1:42 PM  
To: Smith, Jaclyn  
Subject: 

Is this what you see when you look around your computer?
I am going to email her:)

You need to ask Lauren what she can hear downstairs! lmao

I seriously thought I could feel my chair moving! No lie!

Is there a herd of elephants walking thru here today?
A bigger girl in our office seems to be walking a little heavier today...maybe it's the shoes?! Nikki and I feel like the floor is moving!!

From: Erickson, Lauren
Sent: Wednesday, February 04, 2015 9:19 AM
To: Leverke, Natasha
Subject: RE:

Why what happened?

From: Leverke, Natasha
Sent: Wednesday, February 04, 2015 9:19 AM
To: Erickson, Lauren
Subject: RE:

Love it!

From: Erickson, Lauren
Sent: Wednesday, February 04, 2015 9:14 AM
To: Leverke, Natasha
Subject: RE:

Yeah just a bit...

From: Leverke, Natasha
Sent: Wednesday, February 04, 2015 8:58 AM
To: Erickson, Lauren
Subject:

Do you hear any excessive noise overhead today?
Drzycimski, Tom

From: Lewerke, Natasha [nlewerk@co.cerro-gordo.ia.us]
Sent: Friday, February 06, 2015 9:37 AM
To: Smith, Jaclyn
Cc: Fessler, Nicole
Subject: RE:

She better start taking littler bites...she is HUGE!

From: Smith, Jaclyn
Sent: Friday, February 06, 2015 9:32 AM
To: Lewerke, Natasha
Cc: Fessler, Nicole
Subject: RE:

Its so she has time to run back home & then back to town for a BITE TO EAT 😊

From: Lewerke, Natasha
Sent: Friday, February 06, 2015 9:15 AM
To: Smith, Jaclyn; Fessler, Nicole
Subject:

She could probably take an hour off every day from now until June! Annoying! Oh not quite...she only has 102 hours left! LOL

Natasha J. Lewerke
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Mason City, IA 50401
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641-421-3089 fax

www.co.cerro-gordo.ia.us
Drzycimski, Tom

From: Lewerke, Natasha [nleverk@co.cerro-gordo.ia.us]
Sent: Wednesday, February 18, 2015 1:54 PM
To: Fessler, Nicole
Subject: RE:

Wow! He is in for a lifetime of misery!

From: Fessler, Nicole
Sent: Wednesday, February 18, 2015 1:53 PM
To: Lewerke, Natasha
Subject: RE:

He said...I don't think that is right that you kept the money, she said, well I guess you shoulda put a lil more thought in the gift huh? OMG! What a big ole BI!!!!

From: Lewerke, Natasha
Sent: Wednesday, February 18, 2015 1:51 PM
To: Fessler, Nicole
Subject: RE:

No way! Guess it doesn't surprise me any!

From: Fessler, Nicole
Sent: Wednesday, February 18, 2015 1:50 PM
To: Lewerke, Natasha
Subject: RE:

And returned the other one and kept the money!

From: Lewerke, Natasha
Sent: Wednesday, February 18, 2015 1:48 PM
To: Fessler, Nicole
Subject: RE:

That he got her one for christmas but it wasn't good enough so she went and ordered another one and made him pay for it!

From: Fessler, Nicole
Sent: Wednesday, February 18, 2015 1:47 PM
To: Lewerke, Natasha
Subject: RE:

Yes!

And...OMG! What is wrong with J? What a B! How does Brandon live with that? Did she tell you the story about her necklace?????
To: Fessler, Nicole
Subject: RE:

V...correct?!

From: Fessler, Nicole
Sent: Wednesday, February 18, 2015 1:40 PM
To: Lewerke, Natasha
Subject:

Why is she talking so much???????????????????????????????????????????????????????????????????????????
Drzycimski, Tom

From: Lewerke, Natasha [niewerk@co.cerro-gordo.ia.us]
Sent: Monday, February 23, 2015 2:54 PM
To: Fessler, Nicole
Subject: RE:

I think we need to put it on her desk!!!

---

From: Fessler, Nicole
Sent: Monday, February 23, 2015 2:53 PM
To: Lewerke, Natasha
Subject: RE:

I swear, she needs to retire now!!! When I am down at break and look at the sign when you walk out..."retirement planning", I pray she sees it! Haha!

---

From: Lewerke, Natasha
Sent: Monday, February 23, 2015 2:48 PM
To: Fessler, Nicole
Subject:

PW was worried that V would catch on to the fact that I was venting about her. Really?! Do you think I am worried?! V is an IDIOT! And it gets worse every day!

Natasha J. Lewerke
Motor Vehicle Deputy
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Mason City, IA 50401
641-421-3030 telephone
641-421-3089 fax
www.co.cerro-gordo.ia.us
BC's ass is huge!!!
Drzycimski, Tom

From: Lewerke, Natasha [nlewerk@co.cerro-gordo.ia.us]
Sent: Monday, March 02, 2015 3:49 PM
To: Fessler, Nicole
Subject: RE:
Attachments: image001.jpg

Exploding arms and yoga pants! perfect

From: Fessler, Nicole
Sent: Monday, March 02, 2015 3:48 PM
To: Lewerke, Natasha
Subject:
Drzycimski, Tom

From: Lewerke, Natasha [nlewerk@co.cerro-gordo.ia.us]
Sent: Monday, March 16, 2015 9:05 AM
To: Fessler, Nicole
Subject: RE:

Ha Ha!!

People are stupid!!!

From: Fessler, Nicole
Sent: Monday, March 16, 2015 8:57 AM
To: Lewerke, Natasha
Subject: RE:

It's the haircut bc gave him! Haha!

From: Lewerke, Natasha
Sent: Monday, March 16, 2015 8:35 AM
To: Fessler, Nicole
Subject: RE:

No problem bffer:) Did you see Gary- he looks like crap!

From: Fessler, Nicole
Sent: Monday, March 16, 2015 8:34 AM
To: Lewerke, Natasha
Subject: RE:

Gee Thanks. ;)

From: Lewerke, Natasha
Sent: Monday, March 16, 2015 8:33 AM
To: Fessler, Nicole
Subject: RE:

She is all yours!! I had to deal with her last week:)

From: Fessler, Nicole
Sent: Monday, March 16, 2015 8:29 AM
To: Lewerke, Natasha
Subject: RE:

OMG! She hasn't shut up since I got here!!!

From: Lewerke, Natasha
Sent: Monday, March 16, 2015 8:29 AM
To: Fessler, Nicole
Subject:

No Valora- he hit the hot dog salesman! STFU
Drzycimski, Tom

From: Fessler, Nicole [nfessle@co.cerro-gordo.ia.us]
Sent: Wednesday, March 18, 2015 10:53 AM
To: Lewerke, Natasha
Subject: RE:

Oh, she’s lazy as ever...scanning! lol

From: Lewerke, Natasha
Sent: Wednesday, March 18, 2015 10:43 AM
To: Fessler, Nicole
Subject: RE:

Can you say the blind leading the blind!! WOW! Fifi will pawn anything off on anyone just so she can go hide back in her corner and collect that "free" paycheck! Don't get me started!! LOL I knew Princess had a lot of personal business to tend to this week. I am surprised BC hasn't asked for time off yet...

From: Fessler, Nicole
Sent: Wednesday, March 18, 2015 10:37 AM
To: Lewerke, Natasha
Subject: RE:

Oh I was thinking FIFI! Haha! Yeah they are both being flip jobs. We just got some mail and fifi brought the work out and told BC to open it...princess came out and said fif has to do that! Wth???? Princess has a hair appt at 11 and goes to Lawyer at 3:15.

From: Lewerke, Natasha
Sent: Wednesday, March 18, 2015 10:28 AM
To: Fessler, Nicole
Subject: RE:

J said she didn't have her first customer until 9:18 this morning... Maybe it is just slow for her?!

From: Fessler, Nicole
Sent: Wednesday, March 18, 2015 10:03 AM
To: Lewerke, Natasha
Subject: RE:

Who told you that? Yea...she is trying to delegate...like telling me I need to go thru Mini's work. Really!? 

From: Lewerke, Natasha
Sent: Wednesday, March 18, 2015 9:52 AM
To: Fessler, Nicole
Subject:

I hear it is pretty slow there...and Princess is being a flip job this morning:)
Drzycimski, Tom

From: Lewerke, Natasha [nlewerk@co.cerro-gordo.ia.us]
Sent: Monday, March 23, 2015 2:13 PM
To: Smith, Jaclyn
Subject: RE:

It is! I have sat and studied it before!

From: Smith, Jaclyn
Sent: Monday, March 23, 2015 2:12 PM
To: Lewerke, Natasha
Subject: RE:

HA...it does! But I bet its super thin & that's why she does that...

From: Lewerke, Natasha
Sent: Monday, March 23, 2015 2:12 PM
To: Smith, Jaclyn
Subject: RE:

it looks like big floopy dog ears! WTH

From: Smith, Jaclyn
Sent: Monday, March 23, 2015 2:11 PM
To: Lewerke, Natasha
Subject:

I'm still trying to figure out her hair!!!
No...but good analogy! Lol

You ever had an elephant step on you before?!

BC's shoes look like that are saying
Exactly!!!! My feet would hurt too!!! ELEPHANT

From: Fessler, Nicole
Sent: Thursday, April 16, 2015 10:05 AM
To: Lewerke, Natasha
Subject: RE:

And BC is limping because her foot hurts...maybe if you lost a lil weight your foot wouldn't hurt?

From: Lewerke, Natasha
Sent: Thursday, April 16, 2015 10:00 AM
To: Fessler, Nicole
Subject:

SO...what does mini do on her break...as she is sitting at her desk eating? Then BC comes back up and gets on a personal phone call.

P. S. Did I mention I may be irritable today?!

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I agree with everything you said!! I think she purposely does that so she has less people to have to have to help at the counter!! The longer it takes the less she has to do- just like misc rec. She is just disgusting!!!!!!!!!!!!!!!

Just want to vent...cuz I am going to hell already, but I think it takes BC as long as V to transfer anything these days, AND the back of her hair is super nasty today!

And I am more irritated thinking about Rich sitting at home doing absolutely NOTHING!!

Is this day over yet?
Some days she is WORSE than V!!

I kid you not, while you were gone she had a customer for 30 minutes!!!

I could walk up and slap her on the back of the head- afraid my hand would get stuck in the snarls!!! LMAO

Oh, but she heard the phone???? Amazing.

BC is a fat lazy slob!!!!!!!!!!!!!!

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Drzycimski, Tom

From: Fessler, Nicole [nfessle@co.cerro-gordo.ia.us]
Sent: Friday, April 24, 2015 8:58 AM
To: Lewerke, Natasha
Subject: RE:

Lets call her fat Albert! Hey Hey Hey!!!

From: Lewerke, Natasha
Sent: Friday, April 24, 2015 8:55 AM
To: Fessler, Nicole
Subject: RE:

I was thinking the same thing...REALLY...already sending customers back! WTH Fata$$

AND...I don't think it would even phase her if you punched her in the belly!!!!!!!!!!!!!!!!!!!!

From: Fessler, Nicole
Sent: Friday, April 24, 2015 8:53 AM
To: Lewerke, Natasha
Subject: RE:

And she is already sending people this way???? OMG! I am going to punch her in the belly!!! This morning before you were here...she stood and talked to Traci Siemers while Mini and I helped customers and there was one in line! That started this fabulous Friday morning!!! BC, worthless!!!!
To: Fessler, Nicole  
Subject: RE:  
So they are a GREAT pair!! LMAO  

From: Fessler, Nicole  
Sent: Friday, April 24, 2015 8:46 AM  
To: Lewerke, Natasha  
Subject:  
OMG! Chad Blanchard....super geek! Lmao!
Drzycimski, Tom

From: Lewerke, Natasha [nlewerk@co.cerro-gordo.ia.us]
Sent: Monday, April 27, 2015 9:00 AM
To: Smith, Jaclyn
Subject: RE:

Exactly!! She is just miserable with her own life/husband that she wants everyone else to share in her pain!! UGH

From: Smith, Jaclyn
Sent: Monday, April 27, 2015 8:59 AM
To: Lewerke, Natasha
Subject: RE:

Then we don't tip waitresses or our massage people either? Same thing right? It's their job!!

From: Lewerke, Natasha
Sent: Monday, April 27, 2015 8:57 AM
To: Smith, Jaclyn
Subject: RE:

She straight out said...it's our job- we shouldn't have to be thanked for doing it! That will get a person far in life. She is definitely one of a kind!!

From: Smith, Jaclyn
Sent: Monday, April 27, 2015 8:47 AM
To: Lewerke, Natasha
Subject: RE:

That's right! There are a lot of things we do just to get them done, that isn't appreciated & never will be...by her

From: Lewerke, Natasha
Sent: Monday, April 27, 2015 8:46 AM
To: Smith, Jaclyn
Subject:

I can tell you one thing...I am going to take EVERY single break that I am scheduled for. The people in line can wait. Not going to work through them anymore. It isn't appreciated any way!

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From: Lewerke, Natasha [niewerk@co.cerro-gordo.ia.us]
Sent: Tuesday, April 28, 2015 11:30 AM
To: Fessler, Nicole
Subject: RE:

I really thought Fifi would have already known too...but the way she reacted when I told her, she was truly speechless. She was even stuttering. I really think she didn't have a clue.

From: Fessler, Nicole
Sent: Tuesday, April 28, 2015 11:28 AM
To: Lewerke, Natasha
Subject: RE:

I think you need to make a list of things...and call her aside and tell her those things!!!

From: Lewerke, Natasha
Sent: Tuesday, April 28, 2015 11:23 AM
To: Fessler, Nicole
Subject: RE:

She keeps telling me that I need to go talk to Pat about it. Don’t just let it go. She thinks it was more of a "personal" attack on me VS an actual management review.

From: Fessler, Nicole
Sent: Tuesday, April 28, 2015 11:21 AM
To: Lewerke, Natasha
Subject: RE:

OH, see now I woulda thought they were in it together? What did she say?

From: Lewerke, Natasha
Sent: Tuesday, April 28, 2015 11:20 AM
To: Fessler, Nicole
Subject: RE:

Yep!! Especially the princess. I told Fifi about my review. She was upset.

From: Fessler, Nicole
Sent: Tuesday, April 28, 2015 10:59 AM
To: Lewerke, Natasha
Subject: RE:

I don’t blame you at all!! Actually, I am too! Do you have a hard time talking to them in the back room?

From: Lewerke, Natasha
Sent: Tuesday, April 28, 2015 10:58 AM
To: Fessler, Nicole
Subject:

I am ready for this day to be over already:(

1
Drzyczmski, Tom

From: Fessler, Nicole [nfessler@co.cerro-gordo.ia.us]
Sent: Friday, May 08, 2015 1:46 PM
To: Lewerke, Natasha
Subject: RE:

How many times do you have to say "look at the chart"? I even say it to her!!! Jeez Louise

From: Lewerke, Natasha
Sent: Friday, May 08, 2015 1:47 PM
To: Fessler, Nicole
Subject: RE:

She came back with a question in regards to death... I always ask "what does the chart say" She got all snippy and said well can I just ask you a question. She was going to do a replacement title with a dead person on it! Really?! She is an IDIOT!

From: Fessler, Nicole
Sent: Friday, May 08, 2015 1:45 PM
To: Lewerke, Natasha
Subject: RE:

What happened? I missed it!

From: Lewerke, Natasha
Sent: Friday, May 08, 2015 1:45 PM
To: Fessler, Nicole
Subject: 

Mini is lucky I didn’t just knock her on her a$$

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Drzycimski, Tom

From: Lewerke, Natasha [nlewerk@co.cerro-gordo.ia.us]
Sent: Tuesday, May 19, 2015 9:11 AM
To: Fessler, Nicole
Subject: RE:

Of course! Big fat hog face!

From: Fessler, Nicole
Sent: Tuesday, May 19, 2015 9:11 AM
To: Lewerke, Natasha
Subject: RE:

BC asking for more time off?

From: Lewerke, Natasha
Sent: Tuesday, May 19, 2015 9:10 AM
To: Fessler, Nicole
Subject:

Just got all of the payroll and time-off sheets done...or so I thought!

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From: Lewerke, Natasha [nlewerk@co.cerro-gordo.ia.us]  
Sent: Tuesday, May 19, 2015 1:59 PM  
To: Fessler, Nicole  
Subject: RE:

All of this is waaaay too much for me! Make the girl grow up a little already! Seriously!

From: Fessler, Nicole  
Sent: Tuesday, May 19, 2015 1:58 PM  
To: Lewerke, Natasha  
Subject: RE:

She needs to figure this stuff out on her own! I understand telling her that she might want to call and figure out the alliant bill, but doing it for her. Come on! I still can't get over that she called and made an appt for Taylor and took him...that's just weird!

From: Lewerke, Natasha  
Sent: Tuesday, May 19, 2015 1:45 PM  
To: Fessler, Nicole  
Subject: RE:

She calls her at work an awful lot!! Wow!

Now she is telling her that she called Alliant to find out how much the power bills are... Really?! Is she ever going to let her grown up?

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Drzyczynski, Tom

From: Fessler, Nicole [nfessle@co.cerro-gordo.ia.us]
Sent: Tuesday, May 19, 2015 2:43 PM
To: Lewerke, Natasha
Subject: 

I didn't think she was going...but I saw on FB she liked Tree Town and said she was going? Guess I didn't realize that.

From: Lewerke, Natasha
Sent: Tuesday, May 19, 2015 2:42 PM
To: Fessler, Nicole
Subject: RE:

I think so... I know she got tickets for the girls- which I'm sure includes Tay!! BARF

From: Fessler, Nicole
Sent: Tuesday, May 19, 2015 2:33 PM
To: Lewerke, Natasha
Subject: 

Is BC going to tree town?
Drzycimski, Tom

From: Allen, Carrie [CALLEN@co.cerro-gordo.ia.us]
Sent: Wednesday, May 20, 2015 8:10 AM
To: Lewerke, Natasha
Subject: RE:

AWWW your so Sweet!!! Thank you.
There will be a day that Gary and I can go on a vacation or do something that the two of us have wanted to do. :-)
Hope you had a great day off!! You deserve it!!!

From: Lewerke, Natasha
Sent: Tuesday, May 19, 2015 4:20 PM
To: Allen, Carrie
Subject: RE:

Darn it!! I thought you were FINALLY doing something nice for YOU!! :( You are such a kind hearted person always doing nice things for others...don't forget about yourself!!!

From: Allen, Carrie
Sent: Tuesday, May 19, 2015 4:05 PM
To: Lewerke, Natasha
Subject: RE:

No we have 3 tickets. But those are for Sheyenne, Samantha and Taylor. We are not camping either. I didn't know if Samantha and Taylor were to busy doing other things we may have had to go to use the tickets, but it will work out that they will go.

From: Lewerke, Natasha
Sent: Tuesday, May 19, 2015 2:49 PM
To: Allen, Carrie
Subject:

Are you and Gary going to Tree Town too or is it just the girls? I heard you say just a little bit but didn't catch it all:) You guys camping?

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Drzycimski, Tom

From: Lewerke, Natasha [niewerk@co.cerro-gordo.ia.us]  
Sent: Wednesday, June 10, 2015 8:54 AM  
To: Fessler, Nicole  
Subject: RE:

1. I am going to take them to the pool.  
2. I am feeling irritable!! UGH  
3. Once again- BC is nasty!

From: Fessler, Nicole  
Sent: Wednesday, June 10, 2015 8:42 AM  
To: Lewerke, Natasha  
Subject: RE:

1. I will miss you bunches today...what are you and your kiddos gunna do?  
2. I think J looks awful today too.  
3. I agree...V is annoying sometimes, but she would do anything for ya!  
4. I need a drink! Lmao!

From: Lewerke, Natasha  
Sent: Wednesday, June 10, 2015 8:37 AM  
To: Fessler, Nicole  
Subject: RE:

1. When did I go to culinary school? As I must have missed that...  
2. I really don't care if she likes poppy seeds or not! It was the thought that counted!  
3. BC looks TERRIBLE!  
4. I am leaving at noon today- and that can't come soon enough!!  
5. Thanks for being my bffer! Love you long time!

From: Fessler, Nicole  
Sent: Wednesday, June 10, 2015 8:34 AM  
To: Lewerke, Natasha  
Subject: RE:

I thought you meant V, but bc and J won't shut up either!

From: Lewerke, Natasha  
Sent: Wednesday, June 10, 2015 8:30 AM  
To: Fessler, Nicole  
Subject: RE:

It will be MUCH quieter after 9:)

From: Fessler, Nicole  
Sent: Wednesday, June 10, 2015 8:29 AM  
To: Lewerke, Natasha  
Subject: RE:
OMG! STFU
Drzycimski, Tom

From: Fessler, Nicole [nfessle@co.cerro-gordo.ia.us]
Sent: Tuesday, June 30, 2015 8:43 AM
To: Lewerke, Natasha
Subject: RE:

Short pants that when she stands up looks like she pooped...wedge sandals? OMG!

From: Lewerke, Natasha
Sent: Tuesday, June 30, 2015 8:42 AM
To: Fessler, Nicole
Subject: RE:

Is it as sexy as the big purple veins on her feet?

From: Fessler, Nicole
Sent: Tuesday, June 30, 2015 8:40 AM
To: Lewerke, Natasha
Subject: RE:

Check out V's outfit today!

From: Lewerke, Natasha
Sent: Tuesday, June 30, 2015 8:32 AM
To: Fessler, Nicole
Subject: RE:

AMEN! I am feeling extremely irritable!!!!!!!!!!!!!!!!!!!!! UGH

From: Fessler, Nicole
Sent: Tuesday, June 30, 2015 8:24 AM
To: Lewerke, Natasha
Subject:

God I hope this day goes by fast...V is gunna drive me crazy!
Drzycimski, Tom

From: Lewerke, Natasha [nlewerk@co.cerro-gordo.ia.us]
Sent: Wednesday, July 01, 2015 11:15 AM
To: Fessler, Nicole
Subject: RE:

LMAO! Exactly why I love you bffer!! :) Hell is going to be so much fun!

From: Fessler, Nicole
Sent: Wednesday, July 01, 2015 11:12 AM
To: Lewerke, Natasha
Subject: RE:

Not to be mean...but she probably is dirty...I know she doesn't like to shower! Lmao!

From: Lewerke, Natasha
Sent: Wednesday, July 01, 2015 11:10 AM
To: Fessler, Nicole
Subject: RE:

NONE of her clothes do anything for her!

AND I remember what I was going to tell you!!! Lauren looks dirty when she has a tan... Does that make sense?!

From: Fessler, Nicole
Sent: Wednesday, July 01, 2015 11:05 AM
To: Lewerke, Natasha
Subject: RE:

Oh! Gotcha!

Omg...bc's boobs...that bra doesn't look like it does anything for support!

From: Lewerke, Natasha
Sent: Wednesday, July 01, 2015 11:04 AM
To: Fessler, Nicole
Subject: RE:

Princess. Bet she was in there seeing the boys...

From: Fessler, Nicole
Sent: Wednesday, July 01, 2015 11:03 AM
To: Lewerke, Natasha
Subject: RE:

Who?

From: Lewerke, Natasha
Sent: Wednesday, July 01, 2015 10:40 AM
To: Fessler, Nicole
Subject:
Forgot to tell you...I saw her leaving Kum & Go Monday morning...BARF!

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From: Lewerke, Natasha [nlewerk@co.cerro-gordo.ia.us]
Sent: Tuesday, July 07, 2015 8:48 AM
To: Fessler, Nicole
Subject: RE:

Exactly!

From: Fessler, Nicole
Sent: Tuesday, July 07, 2015 8:46 AM
To: Lewerke, Natasha
Subject: RE:

Probably to get something free! lol

From: Lewerke, Natasha
Sent: Tuesday, July 07, 2015 8:45 AM
To: Fessler, Nicole
Subject: RE:

J is online taking some survey! REALLY?!

From: Fessler, Nicole
Sent: Tuesday, July 07, 2015 8:40 AM
To: Lewerke, Natasha
Subject: RE:

Kacie did her hair like that{Amber} this weekend! She is 9?

From: Lewerke, Natasha
Sent: Tuesday, July 07, 2015 8:35 AM
To: Fessler, Nicole
Subject: RE:

It has just gotten worse for me...as I didn't want to be here anyway!! UGH

From: Fessler, Nicole
Sent: Tuesday, July 07, 2015 8:34 AM
To: Lewerke, Natasha
Subject: RE:

I was good when I came in, but now I am not...annoyed!!!!!!

From: Lewerke, Natasha
Sent: Tuesday, July 07, 2015 8:33 AM
To: Fessler, Nicole
Subject: RE:

BC will spend all day long getting J caught up on her family events from the long weekend...since she didn't get to yesterday! Guess you and I will get the work done! FOL (F our lives) Ha Ha!!
From: Fessler, Nicole  
Sent: Tuesday, July 07, 2015 8:30 AM  
To: Lewerke, Natasha  
Subject: RE:  

AMEN!!!! Ones a Frickin fat slob and the other was probably too busy emailing!

From: Lewerke, Natasha  
Sent: Tuesday, July 07, 2015 8:28 AM  
To: Fessler, Nicole  
Subject:  

Sorry I didn’t get that phone call... I thought with two others in the office that were just talking... Going to be a long ANNOYING day!

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Hey sweets! I was just thinking about you... How are you doing? I can’t stop thinking about Owen and his family:(

I about died this morning when we on the bags BUT I definitely know what you are talking about. All of my knuckles are intact too. UGH!

Hitler is just as lovely as ever! Would find much joy in painting a mustache on her!! LMAO And the wicked witch? Need to find a house to drop on her...PRONTO! :)

Decided to leave at noon today. I will plan on kidnapping you then;;)

How the hell is it only 10:30?! This day is taking forever!!

I can honestly say that I must not have kicked the shit out of the bag to hard today because my knuckles are not even cracked open. Is it sad that I’m disappointed? LOL

How are things with Hitler today!? I most definitely need to find something to do today because I can’t go another 6.5 hours like this LOL

Hope your day is going good!

Holly Crooks
Office Manager
Mason City Glass Service
Phone: 641-423-3960
Fax: 641-423-3964
hollycrooks@qwestoffice.net
OMG!! Retards!

From: Fessler, Nicole  
Sent: Thursday, July 09, 2015 10:53 AM  
To: Lewerke, Natasha  
Subject: RE:

I know...mini struggles with it too I guess?

From: Lewerke, Natasha  
Sent: Thursday, July 09, 2015 10:50 AM  
To: Fessler, Nicole  
Subject: RE:

It is sooo simple now with the scanners! I probably did 40 of them in 30 min. OMG

From: Fessler, Nicole  
Sent: Thursday, July 09, 2015 10:47 AM  
To: Lewerke, Natasha  
Subject: 

V is going to be doing renewals all day!
From: Fessler, Nicole
Sent: Thursday, July 16, 2015 1:37 PM
To: Lewerke, Natasha
Subject: RE:

1. You are right...my glasses had mud on them, BC is beautiful!
2. Tom left my house this morning.
3. Wish I was as perfect as J.
4. You look pretty in your moo moo
5. My hair needs to be colored
6. BC's is worse tho.
7. I am struggling to get 10
8. I need a horse ride.
9. I am almost to 10

From: Lewerke, Natasha
Sent: Thursday, July 16, 2015 1:33 PM
To: Fessler, Nicole
Subject: RE:

1. BC is not disgusting...I just think your glasses are dirty=)
2. V is back here driving me NUTZ!
3. I guess I can at least be thankful she is not eating anything!
4. Rod is happy today...due to the absence in this office.
5. Becky is happy today...due to the above mentioned reason.
6. Your flower is pretty
7. My flower is also pretty
8. I am glad that lil ol man brought us flowers
9. 3 hours left
10. Bet you didn't think I had 10 more did ya??

From: Fessler, Nicole
Sent: Thursday, July 16, 2015 1:28 PM
To: Lewerke, Natasha
Subject: RE:

1. This day isn't going as fast as I had hoped.
2. V is an idiot.
3. She is driving the sh!t out of me.
4. Mini is an idiot.
5. She drives the sh!t out of me.
6. BC is a disgusting.
7. J thinks all her stuff is top secret...just don't care!
8. Hell is going to be so much fun.
9. I have to poop.
10. That's all folks!

From: Lewerke, Natasha
Sent: Thursday, July 16, 2015 1:24 PM
To: Fessler, Nicole
Subject:

1. V is driving me NUTZ today!
2. V sill never get that scanning done before the day is over!
3. It will take her an hour to get the mail put together!
4. J asked for 8 hrs of medical time for an appointment in Minneapolis...
5. NOT going to ask her what she is doing...because everything is a big secret!
6. Guessing she is going to get her eyes fixed
7. I feel like I could be a little irritable this afternoon
8. I will get your undies for you tonight:)
9. I think I am out of things to say...
10. Lucky you:)

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AND walking down the steps...sounds like a bull dozer coming through the wall!

BC is one scary looking animal walking down the hall!