

Adair County Employee Newsletter August 2014

Anniversaries:

John Axsom, Jail Administrator, 9 years
Celesta Boltz, Mapper, 16 years
Melvin Bradshaw, Assessor's office, 6 years
David Goring, Asst. Pros. Attorney, 3 years
Sonja Harden, County Clerk's office, 5 years
Matt Holt, Juvenile Justice Office, 12 years
Mary McGoldrick, Corrections Officer, 1 year
Chris Pavlack, Corrections Officer, 2 years
Betty Powell, County Clerk's office, 3 years
Kristin Rouner, Drug Court, 3 years
Linda Gentry, Circuit Court, 13 years
Craig Hogg, Drug Court, 5 years

Happy Birthday!

Kim Kriegel, Maintenance, 8/3
Matt Wilson, Pros. Attorney, 8/7
Dale Standfuss, Maintenance, 8/10
Jessie Schoonover, Circuit Court, 8/12
Bobby McCarty, Circuit Court, 8/19
Joe Nicol, Supervisor-Maintenance, 8/30
Mary Walitshek, Deputy Assessor, 8/30
Martha Cole, Circuit Court, 8/31

AS ALWAYS: IF I'VE NEGLECTED ANYONE BY MISTAKE, PLEASE LET ME KNOW SO I CAN FIX IT IMMEDIATELY.

Welcome New Employees!

Brittany Huffman, Multi-County/Child Support Enforcement

Shane Poston, Road and Bridge

Kalaeb Wilson, Sheriff's Department

County Events

8/8- 20th Annual Chamber of Commerce Golf Tournament
8/8- Music on the Square
8/9- 8/19- MO State Fair

8/9- KV Arts Assoc. Rummage Sale
8/13- Computer Classes- Apple Basics
8/14- Ribbon Cutting ceremony for the Child development Center
8/15- Truman Summer Orientation Session
8/15- MO North Star BBQ Championship
8/15- Music on the Square
8/16- Truman Move in Day
8/21- Truman classes begin
8/23- Movie in the Park "Frozen"
8/26- Summer Computer Classes- Computer Basics

More information on any of these events can be given by the Chamber of Commerce, 665-3766 or the City of Kirksville at 627-1224.

County Website

Our website pages are only as good as the information the elected officials give me for their page. Any elected official, who would like to give me things to upload to their page or any information they would like to add, please let me know. I'd be glad to do it.

Employee Motivational Fund



* If you'd like to participate, please bring me your \$2, or email me and I'll come get it. I will need your \$2 by Thursday August 28th. We will draw for winners on Friday August 29th. I am combining July and August since I was on personal leave in July. If you contribute to both, you will be put in the drawing twice. I encourage everyone to participate, because the bigger the monthly pot, the more \$\$ we can put give away, and not to mention its fun!!

Human Resource, 101

Managing People Well With Effective Leadership

Effective leadership and managing people is all about communication and being able to successfully manage conflict. Learn to get along with others. It's not just what you know, or who you know, but how well you get along with others.

Effective leadership in managing people = getting along with others.

- In managing people, be empathetic and compassionate when the situation calls for it, for example... when a good employee is experiencing personal problems. Remember, your employees are your most important asset.
- Be honest, trustworthy, fair and respectful. In managing people, if your employees don't trust you, and don't perceive you to have integrity, they're less likely to want to follow you, so...**lead by example.**
- Communicate with your staff every day
- In managing people, be available. Be approachable. Employees are not going to feel comfortable coming to you about anything if they are intimidated by you.
- Have goals and objectives clearly defined in writing for accountability. Include dates, deadlines, and numbers so it's very clear what's expected.
- Empower and motivate your team. ***If you treat employees like they make a difference....they will.***

- **Failing to get to know employees as people.** While you don't want to end up being your employee's divorce counselor or personal therapist, you DO want to take a healthy interest in their personal life, because you CARE.
- **Fail to provide clear direction.** Managers fail to create standards and give people clear expectations so they know what they are supposed to do, and wonder why they fail. If you make every task a priority, they will soon believe that there are no priorities. More importantly, they will never feel as if they have accomplished a complete task or goal.
- **Make decisions and then ask people for their input as if their feedback mattered.** You can fool some of the people. but your best employees soon get the nature of your game and drop out.
- **Fail to react to problems and issues that will soon fester if ignored.** Managers have a habit of hoping that an uncomfortable issue, employee conflict or disagreement will just go away on its own if they don't provoke it or try to resolve it. Trust me. It won't.
- **Not treating all employees equally.** You don't necessarily have to treat every employee the same, but they must feel as if they receive equal treatment. The perception that you have pet employees or that you play favorites will undermine your efforts to manage people.

This goes hand-in-hand with why befriending reporting employees is a bad idea. Employees who are not in your inner circle will always believe that you favor the employees who are - whether you do or not. This perception destroys teamwork and undermines productivity and success.

- **Throw employees under the bus.** When you know the responsibility is

ultimately yours if you are the boss, why not act with dignity and protect your employees? When you blame employees, you look like an idiot and your employees will disrespect and despise you.

5 Dumb Things That Managers Do:

- **Take credit for the project or an employee's idea or plan.** Smart managers learn quickly that one of the most significant forms of employee acknowledgement and recognition occurs when a manager gives credit – publicly – where credit is due. *Always remember: The manager's job, by definition, is to get things done through people. No one expects that all the brilliance is the manager's. In fact, managers who can bring out the brilliance in others are cherished.*
- **Make rules to control the actions of a few employees that must be extended to the many.** You will always have problem employees and smart managers address the problems directly with the problem employee. Unthinking managers make up new policies and make everyone accountable for adhering to the new policies – whether their performance was problematic – or not. And, the employees who have the problem hide out in the crowd, fail to take the criticism to heart and rarely reform their behavior.
- **Keep the wrong people – for too long.** Managers know fairly quickly that a new employee may not be a good fit for the organization's needs. But, managers hesitate to address the problem quickly and decisively. They dislike conflict, delude themselves into believing the employee will improve with training, or dread the recruitment and resultant time investment in finding a replacement. They also hate to look like they made a bad choice. No one likes to be wrong.

- **Fail to trust employees until an employee proves himself untrustworthy.** Managers need to make trusting employees their norm, not blindly, but believe that the majority of employees are trustworthy. Then address untrustworthy behavior directly with the employee who is untrustworthy.
- **Make promises that you can't - or won't – keep or promises that have conditions attached that you don't share.** Employees take managers at their word and they are willing to listen and give credence to a manager's promises one time. If they're burned, they won't trust the manager and he will have difficulty overcoming the lack of trust in the future.
Six words are important in a manager's vocabulary. They are, "I don't know; I'll find out," If you're a manager, use these words when you're faced with any questions or situations about which he or she can't predict the outcome.

Recipes:

Crockpot Honey Apple Pork Loin



Ingredients:

Pork Loin, 2.5-3 lbs.
Red Delicious Apples, 3 *sliced*
Honey, approx 4 T
Cinnamon, 2 T

Process:

Layer the apple slices (from two of the apples) in the bottom of the crockpot. Sprinkle with cinnamon. Cut slits in the pork loin (approx. 1/2"-3/4"). Drizzle some honey into the slits. Then place apple slices into the slits. Place the pork loin into the crockpot. Drizzle the top

with the remainder of the honey. Place the rest of the apples on top. Then sprinkle the whole thing with cinnamon. Cook on low for 7 hours.

Feel free to reduce this recipe down. It's still just as good.

Crispy Parmesan Squash



- 2 medium-large yellow summer squash
- Cooking Spray
- Salt and pepper
- 1/2 teaspoon garlic powder
- 1/2 teaspoon onion powder
- 1/3 cup freshly grated Parmesan cheese
- 3 tablespoons Italian flavored bread crumbs (or plain bread crumbs with 1 teaspoon Italian Seasoning)
- 1 1/2 teaspoons dried parsley flakes

1. Cut squash into thin slices, about 1/4 inch thick. Heat a large skillet over medium heat, spray with cooking spray. Add squash slices and season with a few shakes of salt and pepper. Turn frequently to get an even brown on each one. If some cook faster than others, remove those to a plate while the others finish. If they cook too long they will get mushy and you will have squash soup, not crusted slices! This process takes approximately 8 minutes to cook large and small slices.

2. When all slices are cooked and returned to the pan, evenly distribute the remaining ingredients over top of the squash. Flip (do not stir) to fully coat all pieces. As the cheese melts it will start to form a crust on the squash slices. Allow each slices to cook for 1 minute before flipping. The cheese and bread crumbs will turn a deep brown and get crispy. This process takes approximately 5 minutes.

3. Serve! Enjoy your Crispy Parmesan Summer Squash!

Indoor S'mores



Ingredients

- 1 cup chocolate chips
- 8 large marshmallows
- graham crackers for dipping

Instructions

1. Preheat the oven to 450.
 2. In a cast iron skillet, add the chocolate chips. Snip the large marshmallows in half and top the chocolate chips with them. (You could also use a scoop of mini marshmallows alternatively.)
 3. Once the oven is up to temperature, add the skillet to the oven. Bake for 7-9 minutes, or until the marshmallows turn golden brown.
 4. Serve with graham crackers for scooping.
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Holy Yum! Chicken (yep, that's really the name of the recipe.)



1 1/2 – 2 pounds boneless, skinless, chicken thighs (most of the fat cut and discarded)
 1/2 cup Dijon mustard (must be Dijon mustard, no substitutes)
 1/4 cup pure maple syrup (again, no substitutes. No fake Aunt Jemima stuff)
 1 tbsp. rice wine vinegar (seasoned or unseasoned)
 1/4 tsp. salt
 1/4 tsp. ground black pepper
 1 tbsp. cornstarch
 2 tsp. fresh rosemary for garnish

1. Preheat oven to 450 degrees Fahrenheit. Line a 8x8" oven-proof pan with 2 layers of tin foil.
2. In small bowl, whisk together Dijon mustard, maple syrup, rice wine vinegar, salt and pepper.
3. Place the chicken thighs in the foil layered pan then pour the mixture on top of it. Turn the chicken around in the sauce to make sure it gets all coated.
4. Bake, uncovered, for 40 minutes.
5. Remove from oven and let chicken sit for 5 minutes then transfer to a plate. Do NOT discard the liquid.
6. Immediately after plating chicken, whisk in the 1 tbsp. of cornstarch into the liquid in the pan. You'll create a nice, thick sauce to drizzle over your chicken. You need to do cornstarch mixing immediately because the liquid needs to be hot in order for it to thicken properly. If it's still not thickening after 1 tbsp., you can add a little more.
7. Sprinkle rosemary on top before serving.
8. Serve with rice or potatoes or vegetables.

Your Reimbursable Deductible

Bring me receipts of payments with dates of service for 2014 medical appointments thus far. We'll fill out an RDA form and hopefully get you some money back. Remember, you get up to \$500 back every year (and sometimes more), so be sure and take advantage of it.

AFLAC Claims



If you have any claims you want to submit for Aflac, come see me and I can do it for you. You pay for it monthly, so you might as well claim your \$\$\$ when you can.

Trivia Challenge #1

_____ own(s) 11% of the world's gold. That is more than the reserves of the USA, IMF, Switzerland, and Germany put together.

- a) A homeless man in Denmark
- b) The Royal family of Abu Dhabi
- c) A French orphanage
- d) Indian Housewives

Trivia Challenge #2

There is a secret _____ hidden in the Mojave Desert that anyone can use. There are no roads, trails or signs that lead to it.

- a) Solar powered swimming pool
- b) Solar powered ice machine
- c) Solar powered water fountain
- d) Resting area/3 room cottage house

Trivia Challenge #3

Finnish babies sleep in _____, which has helped Finland achieve one the the world's lowest mortality rates.

- a) Dresser drawers
- b) Cardboard boxes
- c) playpens
- d) baby hatches

Trivia Challenge #4

CNN medical correspondent and neurosurgeon, Sanjay Gupta, once saved a marine's life in the early days of the Iraq war,

after he was shot in the head. Without having proper medical equipment, Dr. Sanjay used a _____ to perform an impromptu brain surgery. The marine lived.

- a) Hammer and chisel
- b) Hammer and screwdriver
- c) Black and Decker Drill
- d) Electric knife

Trivia Challenge #5

By volume, what is the largest building in the world?

- a) National Exhibition Center
- b) Target Import Warehouse
- c) NASA Vehicle Assembly Building
- d) Boeing factory in Seattle, WA

Trivia Answer #1: d

Trivia Answer #2: a

Trivia Answer #3: b

Trivia Answer #4: c

Trivia Answer #5: d

Fun Facts:

During the late 1800's, a baboon was employed by railroad as a signalman. He never once made a mistake and worked for the railroad until his death.



A small bar of dark chocolate every day can help lower your blood pressure and cholesterol. Chocolate also has serotonin which acts as an antidepressant.

Oysters can change genders back and forth

The streets of Victor, Colorado used to be paved with gold, literally!

Coca-Cola is the #1 selling soft drink everywhere in the world, except for Scotland and the Middle East.

Within the first two months of legal marijuana sales in Colorado, property crimes decreased by 14%, and homicide rates were down by 67%.

The moon is moving an inch away from Earth EVERY YEAR. Someday, we won't have solar eclipses anymore.

If a statue in the park of a person on a horse has both front legs in the air, the person died in battle; if the horse has one front leg in the air, the person died from battle wounds; if the horse has all four legs on the ground, the person died of natural causes.

If two pieces of metal touch in space, they get stuck together permanently.

Vicks Vapor inhalers are structurally almost identical to crystal meth! The active ingredient in the inhaler in the US is levomethamphetamine.

Separating bananas from their bunch, slows down the ripening process

The Church of Scientology has their own secret compound

Tapping the top of a shaken soda can won't stop the soda from gushing out, but tapping the sides of the can will

In the USA, the cost of college textbooks has risen 821% over the last 30 years

McDonald's is the single largest owner of real estate in the world.

NASA plans to start a garden on the moon in 2015

