

# *Adair County Employee Newsletter February 2017*



## ***Anniversaries:***

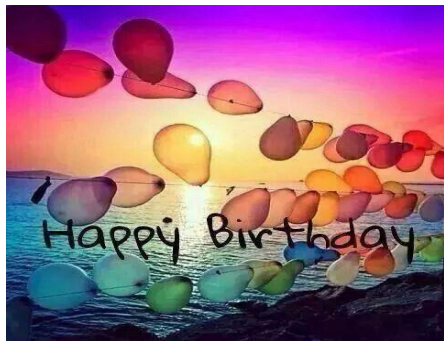
Brian Blaise, Sheriff's Office, 1 year

## ***Happy Birthday!***

Karla Kramer, Pros. Atty Office, 2/9

Angela Platz, Public Admin's Office, 2/10

Vicki Robinson, Public Admin's Office, 2/9



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

## ***Welcome New Employees!***

Brad Broadwell, Corrections Officer, Welcome Back, Brad!

Tracy Hunter, Recorder's Office  
Tyler Summer, Road and Bridge

## ***County Events***

2/2- MO Career Center Resume Preparation  
2/2-Kraft Heinz Job Fair  
2/4- NEMO Ag Show  
2/4-Gallery 104 Auction  
2/4-5<sup>th</sup> Annual Sweet Escape Fundraiser  
2/4-Orchestra Concert  
2/7- MO Career Center Interviewing workshop  
2/9- MO Career Center Career Networking  
2/9- Hyvee Re-Grand Opening  
2/11- Polar Plunge  
2/13- Estate and Succession Planning  
2/14-MO Career Center Youth Resume Development  
2/15- Mobile Food Pantry  
2/17- White Tails Unlimited Banquet  
2/18- Gents and Joules Dinner  
2/18-Make a Blanket Day  
2/18- Arabian Nights and Dinner Show  
2/18- Miss Kirksville Pageant  
2/18- NEMO Heart Health Gents and Joules Gala  
2/19- Cantoria Winter Concert  
2/21- MO Career Center Career Exploration  
2/22- The Woman in Black Theatre Production begins  
2/25- Truman Jazz Festival

More information on any of these events can be given by the Chamber of Commerce, 665-3766 or their calendar website at

<http://www.kirksvillechamber.com/events/2017-02/>

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## ***County News***

Rhonda Noe, Public Administrator would like to take the time to thank all the County employees who donated toward the Tree of Blessing this past holiday season. She writes:

***“Thank you all for your overwhelming support for our Tree of Blessing this year. This is the first year we’ve placed a tree in the Courthouse, and your kindness and support of the program was so wonderful! In addition to the Tree of Blessing, we hosted our annual Christmas Open House***

*at the Annex Building on December 13th, and I think we had the largest attendance yet. We personally delivered many of the gifts, and folks were so delighted! Many called later to say thank you, and ask us to please thank the people who purchased the gifts for them.*

*So, THANK YOU for your kindness, generosity, and support for the Tree of Blessing.”*

*Sincerely,  
Rhonda Noe  
Adair Co Public Administrator*

Thank YOU Rhonda and your staff for the wonderful things you continually do for the Wards of Adair County.

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### **Recipes:**

<http://www.crazyforcrust.com/2015/10/slow-cooker-brownie-pudding/>

### **Slow Cooker Brownie Pudding**



### **INGREDIENTS:**

1 box Brownie Mix (approximately 18 ounces, get the 9×13 pan size)  
Eggs, water, and oil called for on the brownie mix box

1 package (about 3.9 ounces) instant chocolate or chocolate fudge pudding mix  
2 cups milk (regular or nonfat)  
Ice cream or whipped cream for serving, optional

### **DIRECTIONS:**

1. Spray a 6-7 quart slow cooker with nonstick cooking spray.
2. Prepare brownie mix as directed on the back of the box. Pour into prepared slow cooker.
3. Whisk pudding mix and milk in a medium sized bowl until smooth. Pour carefully over the brownie mix in the crockpot.
4. Cover the crock pot with a paper towel and place the lid on top (to catch the condensation). Cook on high power 2-3 hours. It will probably take at least 2 1/2 hours, but start checking it after 2. Some of the pudding stays on the top and stays wet looking, so you cannot trust the toothpick test and it will stay somewhat jiggly until it's done. Watch the edges – when they look somewhat dry and done, then the pudding is ready. Baking time will be different for every slow cooker, but after 3 hours on high it should be done. You don't want to overcook it or the brownie (which is on the bottom) will be dry.
5. Serve warm with ice cream or whipped cream. Store in an airtight container in the refrigerator for up to 3 days.

## Best Homemade Pizza Dough Recipe



### Ingredients:

2 cups warm water  
2 packages of quick rise yeast  
1 teaspoon sugar  
1 teaspoon salt  
1 tablespoon honey  
5-5½ cups all-purpose flour

### Instructions:

Add water, yeast, and sugar to a mixing bowl. Stir and then let proof for about 5 minutes.

Add salt, honey, and about 2.5 cups of flour. Mix with a dough hook by hand.

Add remaining flour, ½ cup at a time, until dough doesn't stick to your hands.

Form until ball and knead several times (or use a dough hook for this part.)

Place in an oiled bowl, cover with plastic wrap and let rise at least 30 minutes. The longer it rises, the better.

Preheat oven to 425 degrees

Form pizza on a stone or pizza pan

Bake for 10 minutes.

Add toppings & sauce and then bake 10-15 minutes more.

## Slow Cooker Baked Ziti

<http://www.thereciperebel.com/slow-cooker-baked-ziti/>



### INGREDIENTS

- 1 lb ground beef, turkey or Italian sausage
- 1 onion, finely chopped
- 1 teaspoon minced garlic
- 1 teaspoon salt
- 1 teaspoon dried basil
- 1 teaspoon dried parsley
- 1 (28oz) can diced tomatoes
- 1 650ml jar pasta sauce (about 2½ cups)
- 2½ cups water or chicken broth
- 1 375g box Penne or Ziti (or other short) pasta (about 4 cups)
- 1 cup shredded mozzarella cheese

In a large skillet, cook ground beef and onion until browned. Stir in garlic and salt and cook 1 minute. Add beef mixture, basil, parsley, tomatoes, pasta sauce and water to a 4qt (or larger) slow cooker. Stir. Cook on low for 6 hours or high for 3 hours.

Add pasta and stir until combined. Cover and continue cooking for 20-45 minutes (depending on how hot your slow cooker is) -- check and stir at the 20 minute mark.

Sprinkle with cheese and cover for 3-5 minutes until cheese is melted.

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## Human Resources 101

### *FMLA Basics: Ten Things Employees Should Know*

The federal Family and Medical Leave Act (FMLA) was passed to help employees balance work and family obligations. The law requires employers to let employees take leave to care for family members or recover from a serious illness. But not every employer, employee, or need for leave is covered. Here are ten things employees should know about this law:

**1. Not every employer is covered.** Employers have to comply with the FMLA only if they had at least 50 employees for at least 20 weeks in the current or previous year. Smaller employers don't have to comply with the FMLA (but they may have to follow a similar state law).

**2. Not every employee is covered.** Even if an employer is covered by the FMLA, its employees may not be. An employee must have worked for at least a year, and at least 1,250 hours during the prior year, for the company to be

protected. Also, the employee has to work at a company facility that has at least 50 employees within a 75-mile radius to take FMLA leave.

**3. Leave is allowed only for certain reasons.** Employees can take FMLA leave for their own serious health condition, to care for a family member with a serious health condition, or to bond with a new child. Military family leave is also covered by the law: Employees can take this type of leave to deal with certain practical matters arising from a family member's call to active military duty or to care for a family member who suffers a service-related illness or injury.

**4. FMLA leave is unpaid.** Under some circumstances, employees may be able to use their accrued paid leave (sick days, for example) to get paid while they are on FMLA leave. But the law doesn't require employers to offer extra paid leave.

**5. Employees can take 12 weeks off per year for most types of leave.** The exception is for employees who need time off to care for a family member who suffers an injury or illness while on military duty: Employees may take up to 26 weeks of leave in a 12-month period for this reason, but the right doesn't renew every year. In other words, an employee may take this type of leave only once per family member or per injury.

**6. Employees must meet notice requirements.** If your need for

FMLA leave is foreseeable, you must give 30-days' notice. If not, you must give as much notice as practicable, usually on the same or the next business day after you learn that you need leave.

**7. You may need to provide a medical certification.** The FMLA gives employers the right to request a medical certification from the health care provider treating you or your family member, verifying your need for leave. If your employer asks you to provide one, you generally have to return it within 15 calendar days.

**8. You can take most kinds of leave intermittently.** You don't always have to use all of your FMLA leave at once. Instead, you can use it as you need it, even just a few days or hours at a time (for example, for medical treatment). If you are taking leave to bond with a new child, you may take intermittent leave only if your employer agrees.

**9. You are entitled to continue your health insurance while on leave.** Your employer may require you to continue paying your share of the premium. If you decide not to return to work after your leave, you may have to reimburse your employer for what it paid to continue your benefits -- but only if you chose not to come back. If you couldn't return to work due to circumstances beyond your control, you don't have to pay these amounts.

**10. Your employer must reinstate you to the same or an equivalent**

**position when you return from leave.** In other words, you are entitled to get your job back after your leave. The law creates an exception for certain highly paid employees; if you are one of them, your employer must tell you when you request leave.

You can find information about our FMLA policies on page 50 of the employee manual.

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### **Trivia Challenge #1**

What chromosome do all men and only men have?

- a) Heterozygous
- b) X
- c) Y
- d) Chromosome 24

### **Trivia Challenge #2**

In June, 1994, the French, British and Americans celebrated the 50th anniversary of what event?

- a) D-Day
- b) Desert Storm
- c) World War 1
- d) Korean War

### **Trivia Challenge #3**

Which US President got stuck in his bathtub on his Inauguration Day and had to be pried out by his attendants?

- a) Theodore Roosevelt
- b) George Washington
- c) William Howard Taft
- d) Grover Cleveland

**Trivia Challenge #4**

What movie is this line from “Tell me about it stud”?

- a) Saturday night fever
- b) Grease
- c) Boogie nights
- d) Overboard

**Trivia Challenge #5**

Which dog breed was originally bred for rescue missions in the Swiss Alps?

- a) St. Bernard
- b) Siberian Husky
- c) Bloodhound
- d) Mastiff

**Trivia Challenge #6**

Cork is harvested from the bark of what kind of tree?

- a) maple
- b) oak
- c) cherry
- d) mahogany

**Trivia Challenge #7**

Which of the following is a good conductor of electricity?

- a) Sugar
- b) Flour
- c) Salt
- d) Cornstarch

**Trivia Challenge #8**

- a) Phoenicians
- b) Egyptians
- c) Chinese
- d) Greeks

**Trivia Challenge #9**

Which of these countries has a pink lake?

- a) New Zealand
- b) Australia
- c) Indonesia
- d) USA

**Trivia Challenge #10**

Where are hamburgers originally from?

- a) United States
- b) United Kingdom
- c) Germany
- d) Canada

**Trivia Challenge #11**

Which sport uses the Christmas Tree starting system?

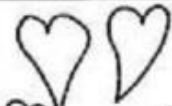
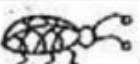
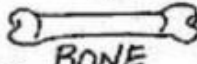
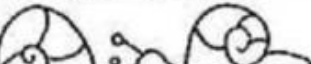

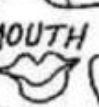


- a) Formula 1
- b) Drag Racing
- c) Motocross
- d) Car rallying

Trivia Answers:

- 1) C
- 2) A
- 3) C
- 4) B
- 5) A
- 6) B
- 7) C
- 8) A
- 9) B
- 10) C
- 11) B



www.hiddenpicturepuzzles.com

				
(14)	BUG	WORM	BONE	SNAILS
HEARTS				
	ICE CREAM CONES	MOUTH	TURTLE	DIPPER

# HAPPY VALENTINE'S DAY!

Ball Gown  
 Boyfriend  
 Cards  
 Chocolate  
 Crush  
 Date  
 Diamond  
 Fairy Tale  
 Girlfriend  
 Heart  
 Love Song  
 Pink  
 Proposal  
 Red  
 Romantic  
 Serenade  
 Slow Dance  
 Strawberry  
 Sunset  
 Tuxedo  
 Valentine

Chicken Scratch NY



G	K	N	I	P	W	L	S	B	Z	T	N	V	X	M	J	U	D
E	Z	N	K	L	P	H	P	B	T	N	F	R	G	Y	S	C	Z
R	O	M	A	N	T	I	C	Y	U	Y	O	F	I	T	F	F	E
L	A	S	O	P	O	R	P	Y	X	L	P	J	R	K	G	V	D
L	X	S	K	V	S	J	K	P	E	B	M	A	L	K	P	X	I
Z	Z	C	D	A	T	E	Q	H	D	E	W	K	F	Q	J	M	A
A	E	B	H	Y	Q	Q	Y	I	O	B	W	S	R	G	C	Q	M
B	C	A	L	O	F	W	E	C	E	H	P	D	I	M	W	S	O
C	H	L	O	A	C	D	Z	R	B	W	R	R	E	M	N	V	N
T	T	L	V	J	F	O	R	M	D	M	T	A	N	F	G	A	D
L	J	G	E	X	J	Y	L	N	F	I	A	C	D	U	Z	L	D
Y	E	O	S	E	E	A	E	A	V	E	D	A	N	E	R	E	S
C	M	W	O	F	A	I	R	Y	T	A	L	E	G	Q	S	N	H
H	F	N	N	K	R	R	P	D	R	E	F	R	K	H	U	T	V
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A	R	E	Y	K	Z	Z	C	N	V	J	O	U	Q	O	S	N	O
R	Z	O	D	B	K	C	W	C	X	H	R	K	G	J	E	E	E
T	B	J	K	R	N	D	A	N	W	C	B	L	D	O	T	J	M



