

Adair County Employee Newsletter January 2015

Anniversaries:

Carson Adams, 1st District Commissioner, 6 years

Angela Althide, Circuit Court, 20 years

Rob Atkinson, Sheriff's Dept, 6 years

Martha Cole, Circuit Court, 31 years

Sandy Collop, County Clerk, 8 years

Linda Decker, Circuit Clerk, 24 years

Jason Dromey, Road and Bridge, 3 years

Alexandra Gutosky, Pros. Atty., 1 year

Robert Hardwick, Sheriff, 6 years

Bill King, Sheriff's Dept, 6 years

Karla Kramer, Pros. Atty. office, 12 years

Rhonda Noe, Public Administrator, 2 years

Stan Pickens, Presiding Commissioner, 4 years

Angela Platz, Public Admin's office, 3 years

Kim Salter, Treasurer's office, 10 years

Pat Shoush, Recorder, 32 years

Lori Smith, Treasurer, 20 years

Russell Steele, Circuit Judge, 18 years

Kristie Swaim, Associate Circuit Judge, 12 years

Mark Thompson, 2nd District Commissioner, 6 years

Matt Wilson, Pros. Atty, 4 years

Sharon Young, Sheriff's Dept, 6 years

Happy Birthday!



Rob Atkinson, Sheriff's Dept, 1/18

Janet Cooper, Sheriff's Dept, 1/14

Jeff Gottman, Sheriff's office, 1/02

Alexandra Gutosky, Pros. Atty, 1/26

Robert Hardwick, Sheriff, 1/10

Judy Harlan, Collector's Office, 1/22

Shane Poston, Road and Bridge, 1/6

Kim Salter, Treasurer's office, 1/17

Lori Smith, Treasurer, 1/12

Jermaine Talton, Juvenile Justice Center 1/2

Mark Thompson, Commissioner, 1/17

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

Welcome New Employees!

Please help us welcome Sherry Treasure to the Adair County Clerk's office. She will be replacing Sonja.

We're happy to have you a part of our team, Sherry!

County Events

1/15- Annual Chamber of Commerce Banquet and Centennial Celebration kickoff

1/24- High School Visit Event to Truman

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.

Happy Retirement to Vera Willis, Collector's Office. Vera has been with the County since 2002. Thank you for your years of service Vera, and we wish you many happy years of retirement. Vera's last day will be January 1.



County News

The 2014 recipient of the Gary Jones Award was Tammy Miller. This award is given to an employee that has shown exemplary work ethic. She is always willing to help with a smile, and is very deserving of this recognition. Tammy, we thank you so much for all you do for Adair County and your fellow employees. Congratulations.



Congratulations to the following employees for receiving Years of Service certificates. Adair County appreciates your hard work and dedication so much.

- Brian Noe, 25 years
- Sonja Harden, 5 years
- Sharon Young, 5 years
- Bill King, 5 years
- Bob Hardwick, 5 years
- Mark Thompson, 5 years
- Jeff Waddle, 20 years
- Tracy Salsberry, 10 years
- Dale Standfuss, 5 years
- Carson Adams, 5 years
- David Erwin, 15 years

Not pictured:

- Rob Atkinson, 5 years
- Rusty Harris, 20 years
- Franz Kinkhorst, 5 years
- Caleb March, 5 years
- Rick Schmidt, 5 years
- Dale Standfuss, 5 years
- Charlie Truitt, 5 years
- Richard Walters, 5 years

Employee Motivational Fund



❖ ***Congratulations to Angela Althide and Kim Salter for winning \$35 each!*** If you'd like to participate, please bring me your \$2, or email me and I'll come get it. I really like the idea of collecting for the drawing for a couple of months because it gives me the opportunity

to give more \$\$ away. So, the next drawing will be February 25.

Recipes:

Pepper Jack Chicken Recipe



Ingredients

- 4 Chicken Breasts (or enough to fill pan)
- 6 Slices Pepper Jack Cheese
- 1 can Cream of Chicken Soup
- 1/4 cup milk
- Stove Top Turkey Stuffing (about 1/2 box)
- 1/4 c butter

Instructions

1. Cover bottom of pan with chicken.
2. Lay Pepper Jack Cheese over chicken.
3. Mix 1 can cream of chicken soup and 1/4 cup milk.
4. Pour mixture over chicken.
5. Top with 1/2 bag (or more) of Stove Top Turkey Stuffing.
6. Drizzle 1/4 cup butter on top.
7. Bake at 350 for 45-60 minutes.
8. Serve over rice.
9. **FREEZER INSTRUCTIONS** - After pouring cream of chicken mixture over chicken go ahead and freeze. When you are ready to cook it, pull it out of the freezer and let it thaw in fridge (preferable overnight). Then complete the rest of the instructions (top with stuffing/butter & bake).

Bacon Cheddar Pinwheels



Ingredients

- 1 can (8 oz) Pillsbury™ refrigerated crescent dinner rolls or 1 can (8 oz) Pillsbury™ Crescent Recipe Creations® refrigerated seamless dough sheet
- 2 tablespoons ranch dressing
- 1/4 cup cooked real bacon pieces or 4 slices bacon, crisply cooked, crumbled
- 1/2 cup finely shredded cheddar cheese (2 oz)
- 1/4 cup chopped green onions (4 medium)

Step 1 of 3: Heat oven to 350°F. If using crescent rolls: Unroll dough; separate into 2 long rectangles. Press each into 12x4-inch rectangle, firmly pressing perforations to seal. If using dough sheet: Unroll dough; cut lengthwise into 2 long rectangles. Press each into 12x4-inch rectangle.



Step 2 of 3: Spread dressing over each rectangle to edges. Sprinkle each with bacon, cheddar cheese and onions. Starting with one short side, roll up each rectangle; press edge to seal. With serrated knife, cut each roll into 8 slices; place cut side down on ungreased cookie sheet.



Step 3 of 3: Bake 12 to 17 minutes or until edges are deep golden brown. Immediately remove from cookie sheet. Serve warm.



Cookies and Cream Fudge



Ingredients

- 3 (6 oz.) packages white chocolate baking squares
- 1 (14 oz.) can Eagle Brand® Sweetened Condensed Milk
- 1/8 teaspoon salt
- 3 cups (about 20 cookies) coarsely crushed chocolate creme-filled sandwich cookies

Instructions

LINE 8-inch square pan with wax paper, extending paper over edges of pan.

MELT white chocolate squares with sweetened condensed milk and salt in heavy saucepan over low heat. Remove from heat; stir in crushed cookies. Spread evenly in prepared pan.

CHILL 2 hours or until firm. Remove from pan by lifting edges of wax paper. Cut into squares.

Creamy Potatoes and Peas



Ingredients

- 6-8 new red potatoes, cubed
- 3-4 Tbsp. butter
- ¼ c. flour
- 1 c. milk (or to taste)
- salt & pepper (to taste)
- 1 c. peas (fresh or frozen)

Instructions

1. Boil potatoes in salted water until just done/fork tender, appx. 10-15 minutes depending on the size of your potato cubes (you don't want them overdone or they will get mushy real quick).
2. Drain and set aside.
3. In a medium-sized saucepan, melt butter over medium heat.
4. Slowly add flour, stirring, until flour/butter mixture becomes doughy (you may not need all the flour).
5. SLOWLY add milk, whisking constantly until mixture becomes smooth and creamy. You want it to be a gravy consistency so add more milk if it seems too thick. Add salt and pepper, to taste.
6. Add peas and bring to a slight simmer.
7. Carefully fold creamy mixture into potatoes until potatoes become well covered and serve!

Sexual Harassment Refresher:

Sexual Harassment is defined as :
unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

There are 2 Types of Sexual Harassment:

The previous definition establishes two types of sexual harassment:

1. Quid pro quo and
2. Hostile environment.

Quid pro quo means —this for that, or an exchange of one thing for another.

Hostile Environment Sexual Harassment

A hostile environment occurs when unwelcome sexual conduct is so severe or pervasive that it unreasonably interferes with an individual's work performance, or creates an intimidating, hostile or offensive working environment.

Examples :

- Consistently calling a person a girl, hunk, doll, babe or honey
- Turning work discussions into sexual topics
- Repeatedly asking out a person who is not interested

- Constantly looking a person up and down (elevator eyes)
- Giving letters, gifts and/or materials of a sexual nature

Actions That Can Constitute Sexual Harassment

One form or a combination of the following can constitute sexual harassment:

Verbal
Non-verbal
Physical conduct

Verbal Actions

- Calling a person a girl, hunk, doll, babe, honey, sweetie, etc.
- Whistling at someone or cat calls
Making sexual innuendoes
- Turning work discussions to sexual topics
- Telling sexual jokes or stories
- Asking about sexual fantasies, preferences, or history
- Asking personal comments about a person's clothing, body, or looks
- Repeatedly asking out a person who is not interested
- Making kissing sounds, howling, smacking lips
- Telling lies or spreading rumors about a person's sex life

Non-Verbal Actions

- Looking a person up and down (elevator eyes)
- Staring at someone
- Blocking a person's path; restricting, hindering the other person's movements
- Following the person
- Displaying sexually suggestive visuals, artifacts, items

- Displaying sexual and/or derogatory comments about men/women on coffee mugs, hats, clothing, etc.
- Making facial expressions, such as winking, throwing kisses, or licking lips
- Making sexual gestures with hands and/or body movements
- Giving letters, gifts, and or materials of a sexual nature
- Hanging around a person and invading a person's body space; standing closer than appropriate or necessary for the work being done

Physical Actions

- Massaging a person's neck, shoulders, etc.
- Touching the person's clothing, hair, or body
- Hugging, kissing, patting, and stroking
- Touching or rubbing oneself sexually around or in the view of
 - another person
 - Brushing up against a person
 - Patting, goosing, caressing, or fondling
- Gestures/sounds: making sexual pleasure/desire/groaning sounds; gestures that nonverbally describe/draw/sexual parts of the anatomy
- Tearing/pulling/yanking a person's clothing
- Exposing oneself

The Harasser's Intent is Irrelevant

The harasser's intent is irrelevant when evaluating his or her conduct.

The conduct is evaluated from an objective reasonable person standard:

– whether a reasonable person in similar circumstances would have found the conduct to be so severe or pervasive that it created a hostile environment.

Discipline and Liability for Sexual Harassment

Discipline

The County states its harassment policy on page 16 in the employee manual. Immediate discipline, up to and including termination is possible.

The County may be held liable for sexual harassment by supervisors and non-supervisors.

Personal Liability:

The person accused may be held personally liable.

What To Do If:

You Are a Recipient:

– Don't just take it. Confront the person and let him/her know that the behavior is offensive and you want it to stop.

– Keep records. Write down dates, times, places, and witnesses to what happened. If you receive any notes, emails, or written letters from the harasser, keep them.

– Make a complaint with Human Resources or if more comfortable, your supervisor. If you are afraid, bring a friend, co-worker or teacher with you.

You are a Witness:

– Contact Human Resources. The County will take it seriously.

– Keep records. Write down dates, times, places, and names of others that witnessed the harassment. The County will investigate the allegation and take prompt, effective action to correct the problem.

You are a Harasser:

– Stop your behavior immediately

Trivia Challenge #1

In Chicago 1918, one hundred waiters were taken into custody for _____

- a) Poisoning the water of people who tipped them poorly.
- b) Biologically soiling the food of their customers
- c) Killing their boss, and serving his cooked body to customers
- d) Burning down competitors' restaurants throughout the region

Trivia Challenge #2

Before being stationed in Antarctica, Australian physicians do what before they leave?

- a) Have their appendix removed to make sure they don't get appendicitis
- b) Gain weight on purpose
- c) Physically train for enduring freezing weather
- d) Learn how to ice fish

Trivia Challenge #3

_____ was named America's Worst Charity. Only 3 cents of every dollar raised went to the actual cause.

- a) American Cancer Society
- b) UNICEF- Children First
- c) Salvation Army
- d) Kids Wish Foundation

Trivia Challenge #4

The inventor of _____ had to pay people to try them out for 2 years before people would actually use them.

- a) Pliers
- b) Shopping Carts
- c) Pencil Erasers
- d) Paper Clips

Trivia Challenge #5

Baseball's Jackie Robinson, was arrested in 1944 for what?

- a) Refusing to give his bus seat to a white man
- b) Hit and Run
- c) Punching a white man
- d) Refusing to move to the back of the military bus

Trivia Answer #1: a

Trivia Answer #2: a

Trivia Answer#3: d

Trivia Answer#4: b

Trivia Answer #5: d

Fun Facts:

Lobsters have blue blood.

Mountain Dew was created to be used as a mixer for Whiskey and the name was slang for Moonshine.

When a person dies, hearing is the last sense to go.

The USS Arizona, which was sunk at Pearl Harbor by the Japanese 73 years ago today, still leaks 2-9 quarts of oil each day.

The term Pot Hole come from 18th century England when potters would dig holes in the middle of the road for clay.

Touching stainless steel will remove the odor of garlic and onion from your hands. They even sell bars of stainless steel "soap", which is just a bar of stainless steel to rub on your hands.

