

# *Employee Newsletter*

## *January 2016*



### ***Anniversaries:***

Carson Adams, Commissioner, 7 years  
Angela Althide, Circuit Court, 21 years  
Rob Atkinson, Sheriff's Dept., and 7 years  
Martha Cole, Circuit Court, 32 years  
Sandy Collop, County Clerk, 9 years  
Linda Decker, Circuit Clerk, 25 years  
Bob Hardwick, Sheriff, 7 years  
Bill King, Operations Chief, 7 years  
Karla Kramer, Pros. Attorney's office, 13 years  
John Malloy, Sheriff's dept. 1 year  
Rhonda Noe, Public Administrator, 3 years  
Stan Pickens, Presiding Commissioner, 5 years  
Angela Platz, Public Admin's office, 4 years  
Kim Salter, Treasurer's Office, 11 years  
Pat Shoush, Recorder, 33 years  
Chris Smith, Sheriff's Dept., 1 year  
Lori Smith, Treasurer, 21 years  
Kristie Swaim, Judge, 13 years  
Mark Thompson, Commissioner, 7 years  
Sharon Young, Sheriff's Dept. 7 years



### **Happy Birthday!**

Rob Atkinson, 1/18  
Janet Cooper, 1/14

Jeff Gottman, 1/2  
Alexandria Gutosky, 1/26  
Bob Hardwick, Sheriff, 1/10  
Terry Pearson, Assessor's Office, 1/18  
Shane Poston, Road and Bridge, 1/6  
Kim Salter, Treasurer's Office, 1/17  
Lori Smith, Treasurer, 1/12  
Mark Thompson, Commissioner, 1/17

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

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

No new employees at this time

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### ***County News***



These employees were recognized for years of service on December 16<sup>th</sup>: Tammy Miller, 5 years, Clerk's Office; Richards Walters, 5 years, Sheriff's Office; John Axsom, 10 years, Jail Administrator, Sheriff's Office; Joe Nicol, 10 years Building and Grounds; Kim Salter 10 years Treasurer's Office; Donnie Waybill 10 years Adair County Assessor; Maggie Ferrell 15 years Recorder's Office; Lori Smith, Adair County Treasurer, 20 years; and Randall Snyder 35 years, Road and Bridge. Not pictured: Gail Claybrook, 25 years Road and Bridge; Jeff Lacey Gottman Gottman 15 years, Sheriff's Office.

Thanks for all you do for the County!

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## *Christmas Dinner on December 16th*

We had a great dinner on the 16<sup>th</sup>. We had a great turnout and great food. Thanks for all who came up! John Axsom, Janet Cooper, and Road and Bridge staff, thank you all so much for coming.



## *County Events*

- 1/2- Adair County Mobile Food Pantry
- 1/25- Truman Clarinet Choir
- 1/31- Piano Chamber Concert

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.

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## **Recipes:**

### **Perfect Homemade Pie Crust**



#### **Ingredients**

- 2 3/4 cups All Purpose Gold Medal Flour
- 3 tablespoons granulated sugar
- 1 teaspoon kosher salt
- 2 sticks cold unsalted butter, cubed
- 1/2 cup ice water

#### **Directions**

Add the flour, sugar and salt to a stand mixer with paddle attachment. Beat on low to combine. Add cold butter, beat until butter is the size of small peas with the flour mixture.

With the mixer on, slowly add the ice water until dough forms and is combined.

Transfer dough to a lightly floured countertop, kneading a couple times to combine. Divide dough in half, flatten slightly and wrap tightly with plastic wrap. Refrigerate for 2-3 hours before using. When ready to use, roll out round large enough to fit your pie plate. Transfer to pie dish and crimp the edges as desired. Poke holes at the bottom of pie. Bake for 25-30 minutes until baked through and slightly golden. Remove and let cool before filling. If using a pie filling recipe that needs baked, bake according to that particular recipe.

Store dough wrapped in plastic wrap for up to 1 week in the refrigerator or 2 months in the freezer.

Makes two 9 inch pie crusts



### Classic Ham and Bean Soup

1 lb Great Northern Beans.  
Water to cover beans while soaking  
4 cups chicken stock  
4 cups water  
1 ham hock or ham bone  
2 tablespoons olive oil  
2 tablespoons butter  
1 sweet yellow onion, peeled & diced  
3 cloves garlic, minced  
1 teaspoon dry mustard  
2 teaspoons ground black pepper

1 teaspoon Kosher salt (possibly, but taste first)

2 cups cooked ham, cubed

4-6 bacon strips

Rinse beans (remove any that are discolored), place in large bowl, cover with water and soak beans overnight.

The next day:

Heat 2 tablespoons olive oil & 2 tablespoons butter in Dutch oven or soup pot.

Add onions and sauté until tender.

Add garlic and cook 30 seconds more.

Drain & rinse beans then add beans to the sautéed onion and garlic.

Add all other soup ingredients to the beans.

Bring to a boil, then reduce temperature to LOW and simmer 2 hours. Stir periodically.

When ready to serve, remove bacon strips and ham hock. \*(If using a ham bone, remove any ham meat and add ham back into soup. Discard ham bone.)



### Deviled Eggs

6 eggs, hardboiled & sliced in half  
2 tablespoons mayonnaise  
1 scant tablespoon mustard  
1 teaspoon worcestershire sauce  
a splash of hot sauce (Frank's Red Hot is my favorite)  
salt & pepper, to taste  
paprika to garnish

Instructions

Place your cooked egg yolks in a small bowl & mash them up with a fork. Stir in the mayo, mustard, worcestershire sauce, hot sauce, salt, & pepper. Scoop the filling into the egg whites. Sprinkle with paprika.

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### Missouri Association of Counties Online Classes

If you're not registered for LocalGovU online classes, sponsored by MAC, then let me know if you want to be. Workplace and Sexual Harassment training is available and everyone should be taking it at some point when it's convenient. It's free, it's training you should have, and it's easy to get started. You can also print off certificates at the end of each training for you to keep. I'd be glad to help you get started. Please let me know! New classes starts January 2<sup>nd</sup>

<http://www.localgovu.com/>  
Supervisors/Elected Officials, it would be great if you'd encourage participation from your employees for these training classes.

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### ***Human Resources, 101***

#### **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 at 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

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**Trivia Challenge #1**

Which river rises in the Black Forest and flows into the Black Sea?

- a) Danube
- b) Nile
- c) Amazon
- d) Yangtze

**Trivia Challenge #2**

Which sport was originally called 'mintonette'?

- a) Badminton
- b) Volleyball
- c) Golf
- d) Basketball

**Trivia Challenge #3**

Which of these Shakespeare's work was NOT a tragedy?

- a) Romeo and Juliet
- b) The Tempest
- c) Hamlet
- d) MacBeth

**Trivia Challenge #4**

Which of the following animals does NOT lay eggs?

- a) crocodile
- b) swan
- c) armadillo
- d) echidna

**Trivia Challenge #5**

What is the name of the snowman in Disney's "Frozen"?

- a) Olaf
- b) Sphen
- c) Kristoff
- d) Hans

**Trivia Challenge #6**

What age do fingerprints start to develop at?

- a) 6 months
- b) 1 year
- c) Developed already at birth
- d) 3 months

**Trivia Challenge #7**

Which of these countries does not share a border with Germany?

- a) Austria
- b) Belgium
- c) Italy
- d) Czech Republic

### **Trivia Challenge #8**

Where can you find llamas, piranhas, anacondas and tapirs?

- a) South America
- b) Africa
- c) Asia
- d) Europe

Trivia Answer #1: a

Trivia Answer #2: b

Trivia Answer#3: b

Trivia Answer#4: c

Trivia Answer #5: a

Trivia Answer #6: d

Trivia Answer #7: c

Trivia Answer#8: a