

Adair County Employee Newsletter January 2017



Anniversaries:

Angela Althide, Circuit Court, 21 years
Martha Cole, Circuit Court, 33 years
Sandy Collop, County Clerk, 10 years
Linda Decker, Circuit Clerk, 26 years
Tyler Gregory Higgins, Sheriff's Office, 1 year
Robert Hardwick, Sheriff, 8 years
Dave Hurt, Sheriff's Office, 2 years
Bill King, Commissioner, 8 years
Karla Kramer, Pros. Atty. office, 14 years
Rhonda Noe, Public Administrator, 4 years
Stan Pickens, Presiding Commissioner, 6 years
Angela Platz, Public Admin's office, 5 years
Kim Salter, Treasurer's office, 12 years
Pat Shoush, Recorder, 34 years
Chris Smith, Sheriff's Office, 2 years
Lori Smith, Treasurer, 22 years
Kristie Swaim, Associate Circuit Judge, 14 years
Mark Thompson, 2nd District Commissioner, 8 years
Matt Wilson, Pros. Atty, 7 years
Sharon Young, Sheriff's Dept, 8 years

Happy Birthday!



Diana Beets, Collector's Office, 1/20
Jeff Gottman, Sheriff's office, 1/02

Robert Hardwick, Sheriff, 1/10
Judy Harlan, Collector's Office, 1/22
Jordin Luthenauer, Juvenile Justice Center, 1/18
Terry Pearson, Assessor's Office, 1/18
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 IMMEDIATELY.

Welcome New Employees!

Brad Broadwell, Corrections Officer, Welcome Back, Brad!

Tracy Hunter, Recorder's Office

County Events

1/1-New Year's Eve Benefit Bash
1/24-University Orchestra Concert
1/26- Experience Auction
1/30-Hijinx Clarinet Quartet Guest Recital

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 News

The 2016 recipient of the Gary Jones Award was Kim Salter. This award is given to an employee that has shown exemplary work ethic and attitude. Kim is always willing to help with a smile, and is very deserving of this recognition. Kim, we thank you so much for all you do for Adair County and your fellow employees. Congratulations.



County News cont'd

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

David Goring, 5 years
Karen Hammons, 5 years
Lonnie Harris, 25 years
Kim Kriegel, 25 years
Stan Pickens, 5 years
Beth Platz, 5 years
Betty Shahan, 5 years
Shelley Story, 5 years
Matt Wilson, 5 years

2017 Elected Officials Sworn in

On January 3, 2017, elected officials who won their November 2016 races were sworn in by Sandy Collop and Kristie Swaim. They are: Mark Thompson, Commissioner, Bill King, Commissioner, Brian Noe, Coroner, Rhonda

Noe, Public Administrator, Bob Hardwick, Sheriff, and Donnie Waybill, Assessor. Congratulations!



Recipes:

PIONEER WOMAN'S POTATOES AU GRATIN



- 2 tablespoons butter, room temperature
- 6-7 small potatoes, scrubbed clean
- 1/2 cup whole milk
- 1 1/2 cups heavy cream
- 2 tablespoons all-purpose flour
- 3-5 garlic cloves, minced
- 1 teaspoon salt
- pepper
- 1+1/2 cups shredded sharp cheddar (I used white cheddar)
- fresh chives, thinly sliced

Preheat the oven to 400 degrees F. Butter a shallow baking dish and set aside. Dice the potatoes. Place them in the buttered dish. Combine the milk and cream in a bowl. Add the flour, garlic, salt and pepper and whisk. Pour over

potatoes. Cover with foil and bake for 30 minutes. Remove the foil and and bake for another 20-30 minutes. Just before serving, sprinkle with cheese and bake for another 3-5 minutes or until cheese is melted and bubbly. Sprinkle on the chives and serve immediately.

Crockpot Cheeseburger Soup



- 4 small potatoes, peeled and diced
- 1 small white or yellow onion, chopped
- 1 cup shredded carrots
- 1/2 cup diced celery
- 1 teaspoon dried basil
- 1 teaspoon dried parsley
- 3 cups chicken broth
- 1 pound lean ground beef
- 3 Tablespoons butter
- 1/4 cup all-purpose flour
- 2 cups milk (I use 2%)
- 1/2 teaspoon salt
- 1/2 teaspoon black pepper
- 1 (16 oz.) package Velveeta processed cheese, cubed OR 2 cups shredded cheddar cheese

Place potatoes, onions, carrots, celery, dried basil and parsley in a large crock pot. Pour chicken broth over vegetables. Cover with lid. Cook on low heat 6 to 8 hours OR on high heat 4 to 5 hours or until potatoes are tender.

About 45 minutes before serving, cook and crumble ground beef in a large skillet over medium-high heat. Drain any grease. Pour cooked ground beef into crock pot. Carefully wipe out hot skillet with a paper towel then add butter. When butter is melted whisk in flour and cook until golden brown and bubbly (about 1 minute.) Whisk in the milk, salt and pepper. Pour mixture into the crock pot and stir to combine everything.

Add the cubed velveeta cheese or shredded cheese to crock pot. Stir again. Cover with lid and cook another 30 minutes or until cheese is melted. Serve and enjoy!

Banana Bundt Cake



- 1 1/2 cups Bananas, very ripe
- 3 Eggs
- 2 tsp Lemon juice
- 3 cups All-purpose flour
- 2 tsp Baking soda
- 1/2 tsp Salt
- 2 1/8 cup Sugar
- 2 tsp Vanilla
- 1/4 cup Canola oil
- 1/2 cup Butter
- 1 1/2 cup Buttermilk

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 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

The _____ movies were nominated for 800 awards for the entire series and won 475 of them, making the movies the most awarded film series in cinematic history.

- Star Wars
- Indiana Jones
- Lord of the Rings
- The Godfather

Trivia Challenge #2

The sunset on Mars is _____

- purple
- blue
- red
- brown
- e)

Trivia Challenge #3

A _____ can't stick out its tongue.

- skunk
- crocodile
- honey badger

d) elephant

True or False:

#1 Dogs can be trained in sign language.
True or False

#2 Lightning never strikes in the same
place twice. True or False

#3 Babies are born without kneecaps.
T/F

#4 A penguin's eye is bigger than its
brain. T/F

#5 Almonds are a member of the peach
family. T/F

#6 Chocolate kills dogs. T/F

Trivia Answer #1: c

Trivia Answer #2: b

Trivia Answer#3: b

True or False #1: T

#2: F

#3: T

#4: F

#5: T

#6: T