

*Employee Newsletter July
2017*



Happy Birthday!

- Brad Broadwell, Sheriff's Office, 7/3
- Dana Buster, Pros. Attorney, 7/10
- David Goring, Pros. Attorney, 7/22
- Ronda Hays, Sheriff's Office, 7/20
- Franz Kinkhorst, Sheriff's Dept, 7/18
- Greg Lawrence, Assessor's Office, 7/5
- John Malloy, Sheriff's Dept. 7/16
- Jacob Ruthruff, Sheriff's Dept. 7/29
- Tyler Summers, Road and Bridge, 7/26
- Charlie Truitt, Sheriff's Dept, 7/18



Anniversaries

- Ronda Hays, Sheriff's Dept 1 year
- Jason Lene, Sheriff's Dept, 20 years
- Phil McIntosh, JJC, 20 years
- Brian Noe, Coroner, 28 years
- Michael Smith, Sheriff's Dept 10 years
- Mary Walitshek, Assessor's Office, 9 years

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

Welcome New Employees!

- Angie Farmer, Recorder's Office
- Nathan Frazier, Sheriff's Office

County News

Barb Johnson retires



Barb Johnson, long time Deputy Recorder, retired on June 1. We will miss her. We're a little jealous also. ☺ Hope she enjoys many years of a happy retirement.

County Events

- 7/1- Sally Mountain Park Bluegrass Festival begins
- 7/1- Red, White, and Blue Festival begins
- 7/1- Farmer's Market
- 7/1- Movies in the Park
- 7/5- Maples Theatre presents "Million Dollar Quartet" begins
- 7/8- Farmers Market
- 7/8- Mid-Summer Baseball Showdown
- 7/8- Movies in the Park
- 7/9- Coal Miner's Museum Tour
- 7/15- Farmers Market
- 7/15- Movies in the Park
- 7/17- 70th Annual NEMO Fair begins
- 7/21- Kirksville sidewalk sales begin
- 7/22- Farmers Market
- 7/22- Food Pantry
- 7/22- Movies in the park
- 7/23- Coal Miners Museum Tour
- 7/28- Adair County Gun Show begins
- 7/29- Farmers Market
- 7/29- Movies in the park



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.

Missouri Association of Counties Online Classes

Trainings/POST trainings still available on LocalGovU.com. If you're not registered and you would like to be, let me know

Got a training you'd like to see added? Let me know, I'll see what I can do.

Employee Carry-In Wednesday July 26th!

Our wonderful Judge Swaim has been wanting a carry-in, so I suppose it's about time we had one since I've been slacking about it. ☺ Let's bring in stuff for a sub sandwich lunch since it's hot out! We could do sandwiches, chips, veggies, fruits, deviled eggs...cold stuff! I'll pass a sign-up sheet around closer to time of carry in. Hope to see you all out in the rotunda of the courthouse at noon July 26th.

Recipes:

Shrimp Boil Packets for the Oven or Grill



INGREDIENTS:

1 1/2 pounds large shrimp, peeled and deveined
1 (12.8-ounce) package smoked andouille sausage, thinly sliced
2 ears corn, each cut crosswise into 4 pieces
1 pound baby red potatoes, halved
2 tablespoons olive oil
4 teaspoons cajun seasoning or Old Bay seasoning

Kosher salt and freshly ground black pepper, to taste

2 tablespoons chopped fresh parsley leaves

DIRECTIONS:

Preheat a gas or charcoal grill over high heat. Cut four sheets of foil, about 12-inches long. Divide shrimp, sausage, corn and potatoes into 4 equal portions and add to the center of each foil in a single layer.

Fold up all 4 sides of each foil packet. Add olive oil, cajun seasoning, salt and pepper, to taste; gently toss to combine. Fold the sides of the foil over the shrimp, covering completely and sealing the packets closed.

Place foil packets on the grill and cook until just cooked through, about 12-15 minutes.* Served immediately, garnished with parsley, if desired.

*This can also be baked for 15-17 minutes at 425 degrees F.

Deviled Eggs



1 doz. hard-cooked eggs, cut lengthwise in half
3 Tbsp Sour Cream
3 Tbsp. KRAFT Mayo
1 Tbsp. CLAUSSEN Sweet Pickle Relish
1 Tbsp. GREY POUPON Dijon Mustard

1/8 tsp. ground red pepper (cayenne)

Mash egg yolks in medium bowl with fork. Add sour cream, mayo, relish and mustard; mix well.

Spoon into centers of whites; sprinkle with pepper.

Zucchini Brownies





FOR THE BROWNIES:

2 cups all-purpose flour
1/2 cup cocoa powder
1 1/2 teaspoons baking soda
1 teaspoon salt
1/2 cup vegetable oil
1 1/2 cups sugar
2 teaspoons vanilla extract
2 cups shredded zucchini (1 large or 2 small zucchinis)
3-5 tablespoons water
1/2 cup chopped walnuts, optional

FOR THE FROSTING:

3 tablespoons cocoa powder
1/4 cup butter, melted
2 cups powdered sugar
1/4 cup milk
1 tablespoon vanilla extract
Pinch of salt

DIRECTIONS:

Preheat oven to 350°F. Line a 9×13" baking pan with foil and spray with cooking spray. Set aside.

In a medium bowl, whisk together flour, cocoa, baking soda, and salt. Set aside.

Using an electric mixer fitted with a paddle attachment, mix together the oil, sugar, and vanilla until well combined. Add the dry ingredients and stir. Fold in the zucchini. Let the mixture sit for a few minutes so the batter can absorb the moisture from the zucchini.

Then, if your mixture is still very powdery, add up to 5 tablespoons water (start with 1 tablespoon and work up from there, stirring well after each addition). The batter will be very thick but shouldn't be powdery. (It partially depends on how wet your zucchini is!) Add walnuts, if desired. You may need to use your hands to work the water in instead of a spoon. The dough is super thick, like cookie dough. Do not add too much water! Spread in prepared pan.

Bake 25-30 minutes until the brownies spring back when gently touched.

To make the frosting: Whisk butter, cocoa, salt, and powdered sugar. Whisk in milk and vanilla. Spread over cooled brownies. Cut into squares and chill to semi-set. The frosting

hardens slightly on the top but stays wet and gooey underneath.

These brownies are best stored in an airtight container and eaten within 2 days. Chill them to make them last an extra day. They're what I call "fork" brownies because they are so gooey. *NOTE* People have been saying these brownies are cakey. Every time I've made them they turn out super fudgy like in the photos. The problem is how much water you add. It's hard to say how much to add because every time I've made these I've added a different amount. It really does depend on your zucchini. The batter will be very thick and need help spreading in the pan. If your batter is at all liquidy or thin you're going to get a more cakey brownie.

Your \$500 Reimbursable Deductible

Bring me receipts of payments with dates of service for 2017 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.

Human Resources, 101

CERF Pension Plan Quiz:

1) When you are ready to retire, you will need to complete a retirement application 30-90 days prior to the date you want your benefits to start. True or False?



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- 2) You are vested in the CERF Pension Plan after 6 years of full time service? T or F?
 - 3) You are eligible to receive a normal monthly retirement benefit at the age of 60. T or F?
 - 4) You are eligible to receive a reduced monthly benefit at age 55. T or F?
 - 5) As a vested member, you MUST begin receiving a required minimum distribution of your pension benefit on April 1 of the calendar year following the latter of the year in which you reach age 70 ½ or the year in which you separate from service. T or F?
 - 6) If you are retired and receiving a benefit from CERF, your benefit will be suspended if you are rehired for 1500 hours or more in a calendar year. T or F?
 - 7) If you die while actively employed with the county and while a participant in CERF, your beneficiary will receive a \$10,000 death benefit regardless of the length of time you worked for the county. T or F?
 - 8) Your beneficiary will not receive a refund of any contributions paid by you if you die before becoming vested. T or F?
 - 9) The beneficiaries you name for the death benefit will also be the beneficiary of the refund of contributions should you die non-vested. T or F?
 - 10) The \$10,000 death benefit is a taxable benefit to your beneficiary. T or F?
 - 11) If you are married, have at least 8 years of credible service, and die prior to electing a pension benefit option, your spouse is not eligible for a survivor benefit. T or F?

- 1) True
- 2) False, after 8 years
- 3) False, age 62
- 4) True
- 5) True
- 6) False, hired for 1000 hours or more in a calendar year

- 7) True
- 8) False, your beneficiary will receive a refund
- 9) True
- 10) True
- 11) False, they are eligible for a 50% survivor benefit.

Performance Reviews.....Review! ☺

10 Keys to Effective Performance Reviews

The #1 mistake to avoid when giving employees feedback is: ****don't wait to give employee feedback at review time****. Give feedback continually when needed to avoid any surprises for the employee at review time.

The employee should know what to expect on their evaluation because their supervisor has been giving consistent feedback throughout the year, when needed.

5 steps to Giving Feedback on Evaluation:







- a) Use their name
- b) Give Positive Feedback Immediately
- c) Be specific on what praise is for
- d) Point out the impact their good performance has on the organization
- e) Ask for a repeat of their good performance.
- f) Focus on growth areas for the employee, giving them every opportunity to grow in the field
- g) Also, ask open ended questions to show the employee that you are concerned for their well-being.

Reviews That Will Stand Up in Court:

1) Reviews that are compliant and within guidelines of employee handbook and state law. You need to brief yourself often on the policies. I promise you that employees, especially the difficult ones, will know the section they are arguing, word for word. So be very familiar with workplace policies.

2) If you have a question or are unsure of how to handle a performance review concern, consult HR or legal counsel. I would rather help and consult with my own resources before





a problem gets started rather than be dragged in somewhere in the middle.

3) Remember that words matter. Stay away from words or phrases in an evaluation that can lead to any kind of “ism”; such as racism, sexism, ageism, etc. For example, don’t write that your 55 year old employee doesn’t seem very energetic anymore. That opens a risky door we don’t want to open. Pick your words carefully.

4) Keep them organized and concise

Trivia Challenge #1

Who painted a late 15th-century mural known as the Last Supper?

- a) Leonardo Da Vinci
- b) Michelangelo
- c) Pablo Picasso
- d) Vincent Van Gogh

Trivia Challenge #2

What is the fastest land snake in the world?

- a) Blue Racer
- b) Eastern Brown
- c) Black Mamba
- d) Red bellied Black snake

Trivia Challenge #3

Who was the first pinch hitter to score a home run in World Series play?

- a) Babe Ruth
- b) Yogi Berra
- c) Jackie Robinson
- d) Hank Aaron

Trivia Challenge #4

In 1893, which country became the first to give women the right to vote?

- a) United States

- b) United Kingdom
- c) Iceland
- d) New Zealand

Trivia Challenge #5

The Roman numeral "L" stands for what number?

- a) 10
- b) 50
- c) 100
- d) 1000

Trivia Challenge #6

Which country and its territories cover the most time zones?

- a) Russia
- b) France
- c) Switzerland
- d) Phillipines

Trivia Challenge #7

How many US Supreme Court justices are there?

- a) 9
- b) 8
- c) 10
- d) 12





Trivia Challenge #8

ABBA was a pop group from what country?

- a) United Kingdom
- b) Switzerland
- c) Serbia
- d) Sweden

Trivia Challenge #9

What is known as the "master gland" of the human body?

- a) pituitary gland
- b) thyroid
- c) hypothalamus
- d) Adrenal

Trivia Challenge #10

Who is the oldest person to be elected to the office of President of the United States?

- a) Ronald Reagan
- b) Donald Trump
- c) Jimmy Carter
- d) Gerald Ford

Answers:

1) a, 2) c, 3) b, 4) d, 5) b, 6) b, France with 12, 7) a, 8) d, 9) a, 10) b

Independence Day Trivia

1) How many stripes on the United States flag are red?

- a) 50
- b) 13
- c) 7
- d) 6

2) Which of these men did not sign the Declaration of Independence?

- a) Thomas Jefferson
- b) George Washington

- c) Benjamin Franklin
- d) John Adams

3) Which president was born on the Fourth of July?

- a) Abe Lincoln
- b) Teddy Roosevelt
- c) Calvin Coolidge
- d) Woodrow Wilson

4) Which state was not one of the original 13 colonies?

- a) Delaware
- b) Vermont
- c) Georgia
- d) Maryland

5) What does a flag flying upside down indicate?

- a) disrespect
- b) confusion
- c) War
- d) distress

6) Who wrote "The Star Spangled Banner"?

- a) Katherine Bates
- b) Julia Ward Howe
- c) John Philip Sousa
- d) Francis Scott Key

7) Which country did not support the colonists in the Revolutionary War?

- a) Spain
- b) France
- c) the Netherlands
- d) Germany

Answers:

1) 7, 2) George Washington, 3) Calvin Coolidge, 4) Vermont, 5) distress, 6) d, 7) Spain





Music Lovers



spatula



golf club



leaf



pencil



sock



feather



candle



slice of bread



domino



button



flashlight



olive



teacup



wristwatch



toothbrush



banana



slice of pie





4th of July Word Search

CONGRESS
 CONNECTICUT
 DELAWARE
 ENGLAND
 FIREWORKS
 FLAG
 FREEDOM
 GEORGIA
 JULY
 KING
 LIBERTY
 MARYLAND
 MASSACHUSETTS-BAY
 NEW HAMPSHIRE
 NEW JERSEY
 NEW YORK
 NORTH CAROLINA
 PARADE
 PENNSYLVANIA
 RHODE ISLAND
 SOUTH CAROLINA
 STATES
 TAXES
 UNITED
 VIRGINIA

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

