

Adair County Employee Newsletter March 2014

Anniversaries:

Dana Buster, Pros. Atty office, 11 years
David Erwin, Collector, 15 years
Steve Farnsworth, Reserve at Sheriff's
Dept., 3 years
Jeff Gottman, Deputy, 14 years
Karen Hammons, Collector's office, 3 years
Zach Mikita, Sheriff's Dept, 1 year
Gayla Sandstrom, Circuit Court, 5 years
Charlie Truitt, Deputy, 5 years
Matt Wilson, Pros. Attorney, 4 years

Happy Birthday!

Darla Collop, Circuit Court, 3/29
Sandy Collop, County Clerk, 3/8
Mickey Hall, Sheriff's Dept., 3/7
Sonja Harden, County Clerk's office, 3/19
Craig Hogg, Drug Court, 3/3
Bill King, Sheriff's Dept., 3/28
Zach Mikita, Sheriff's Dept, 3/14
Betty Powell, County Clerk's office, 3/19
Richard Walters, Sheriff's Dept. 3/28
Donnie Waybill, Assessor, 3/8



Just a note.....

***To make sure that all part time and seasonal employees get recognized, as well as full time employees, anniversaries in this newsletter are actual hire dates, regardless of

employment status when hired, i.e. part time, seasonal, etc. Benefits and raises go by the date you were brought on full time. For example, if you were hired on August 30, 2013 as a part time employee, but went to full time status in November 2013, the newsletter will say your anniversary date is August, but your benefits and yearly raises will use the November date.

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

Welcome New Employees!

Rick Huddleston, Road and Bridge

County Events

3/1-Kirksville Polar Plunge
3/1-Truman University hosts "Wine and Art Night"
3/5- Multiple Sclerosis Support Group
3/6-Faith Lutheran School- "Ultimate Superstar Musical"
3/8- Miss Northeast Counties Scholarship Program
3/10-3/14- Truman Spring Break
3/17- Kirksville Parks and Recreation Auditions
3/19- Truman State University
3/20- State of the District Address
3/20- Curtain Call Theatre presents: "Love Letters"
3/22- Kohlenberg Lyceum Series presents "A Midsummer Night's Dream"
3/25- Candidates Forum
3/29- TriFAHL Women's Triathlon
3/29- Great Gatsby Puttin' on the Ritz Adult Formal

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

Employee Motivational Fund



- ❖ ***Congratulations to Sharon Young and Pam Tarr for being our February winners of a \$22 gas card.*** If you'd like to participate, please bring me your \$2, or email me and I'll come get it. I will need your \$2 by Thursday, March 20. We will draw for winners on Friday March 21. I encourage everyone to participate, because the bigger the monthly pot, the more \$\$ we can put on the gas cards, and not to mention it's fun!!

Recipes:

Croissant French Toast



(I've made this....it's really good!)

8 whole Croissants, the ones in the Wal-Mart bakery section (a Rounder Shape Is Best)

5 whole Eggs

1/4 cup Half-and-half

2 Tablespoons Sugar

1 teaspoon Ground Cinnamon

2 teaspoons Vanilla Extract

Butter, for Frying and Serving

Warm Syrup, for Serving

Strawberries, for serving (optional)

Whipped Cream, for serving (optional)

Preparation Instructions

Split the croissants in half through the middle.

In a bowl, whisk together eggs, half-and-half, sugar, cinnamon, and vanilla. Dunk each croissant half into the mixture so that it's fully coated. Set pieces aside on a plate.

Heat a large nonstick skillet over low heat, then melt a small amount of butter. Add as many pieces as will fit, cut side down, then increase the heat very slightly (don't go above medium-low).

Allow the toast to cook on the first side for 3 to 4 minutes. Move it around in the skillet a bit to make sure it doesn't burn. When it's deep golden brown on the surface, flip it to the other side and let it cook for another 2 minutes or so.

Remove from the pan and cook the rest of the croissant halves.

Serve a top and bottom piece together with butter, warm syrup, strawberries, and whipped cream.

Frito Chili Pie



Ingredients

2 pounds Ground Chuck
3 cloves Garlic, Minced (optional)
1 can (12 To 14 Ounce) Tomato Sauce
1 can (10 Ounce) Ro-tel (diced Tomatoes And Chilies)
1/2 teaspoon Salt
1 teaspoon Ground Oregano
1 Tablespoon Ground Cumin
2 Tablespoons Chili Powder (more To Taste)
1 can (14-ounce) Kidney Beans, Drained And Rinsed
1 can (14-ounce) Pinto Beans, Drained And Rinsed
1/4 cup Masa (corn Flour) Or Regular Corn Meal
1/2 cup Warm Water
Individual Bags of Fritos
Grated Sharp Cheddar Cheese
Diced Red Onion (Optional)

Preparation Instructions

Brown ground chuck with garlic in a pot over medium-high heat. Add tomato sauce, Rotel, salt, oregano, cumin, and chili powder. Cover and reduce heat to low. Simmer for 30 minutes.

Add drained and rinsed beans. Stir to combine, then cover and simmer for another 20 minutes.

Mix masa with water, then add to the chili. Stir to combine and simmer for a final 10 to 15 minutes. Set aside.

Serve by slicing the Frito bags open lengthwise. Pile in chili and cheese, and

diced onion if using. Serve immediately with plastic forks. A crowd-pleaser!

Pioneer Woman's Baked Beans



Serves up to 18

8 slices bacon, halved
1 medium onion, cut into small dice
1/2 medium green pepper, cut into small dice
3 large cans (28 ounces each) pork and beans
3/4 cup barbecue sauce
1/2 cup brown sugar
1/4 cup distilled or cider vinegar
2 teaspoons dry mustard or 2 tablespoons Dijon

Adjust oven rack to lower-middle position and heat oven to 325 degrees. Fry bacon in large, deep sauté pan skillet until bacon has partially cooked and released about 1/4 cup drippings. Remove bacon from pan and drain on paper towels. Add onions and peppers to drippings in pan and sauté until tender, about 5 minutes. Add beans and remaining ingredients bring to a simmer. (If skillet is not large enough, add beans and heat to a simmer then transfer to a large bowl and stir in remaining ingredients). Pour flavored beans into a greased 13-by 9-inch (or similar size) ovenproof pan. Top with bacon, then bake until beans are bubbly and sauce is the consistency of pancake syrup, about 2 hours. Let stand to thicken slightly and serve.

The Very Best Coffee Cake. Ever.



FOR THE CAKE:

1-1/2 stick Butter, Softened
2 cups (scant) Sugar
3 cups Flour, Sifted
4 teaspoons Baking Powder
1 teaspoon Salt
1-1/4 cup Whole Milk
3 whole Egg Whites, Beaten until Stiff

FOR THE TOPPING:

1-1/2 stick Butter, Softened
3/4 cups Flour
1-1/2 cup Brown Sugar
2 Tablespoons Cinnamon
1-1/2 cup Pecans, Chopped

Preheat oven to 350 degrees. Sift together flour, baking powder, and salt. Beat egg whites and set aside.

Cream butter and sugar. Add flour mixture and milk alternately until combined. Don't overbeat. Fold in beaten egg whites with a rubber spatula. Spread in a well-greased 9 x 13 (or LARGER!) baking pan. A cake pan with higher sides would be best.

In a separate bowl, combine topping ingredients with a pastry cutter until crumbly. Sprinkle all over the top.

Bake for 40 to 45 minutes, or until no longer jiggly. Serve warm---delicious!

Your Reimbursable Deductible

Employees have until March 31 to claim RDA money for 2013. If you have any receipts you want to bring in to me from 2013, bring 'em in...time is running out. Or give me a call at 234-7914 and I would be happy to check on how much money you have left to claim for 2013

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.

A LAGERS Retirement representative will be coming Wednesday, March 19th, from 1:30-4p.m. He will be in the Annex Building. Plan on a presentation and a question/answer segment afterward. **Attendance is not mandatory, but encouraged. Come if you need to know more about your LAGERS retirement, or if you have questions. He should be able to pull up your account, so be thinking about questions you have for him. **

Refresher of Medical/Dental/Vision Information

Individual Deductible (Base Plan): \$2500
Reimbursable Deductible Allowance: \$500
Maximum Annual Out of Pocket (Excluding deductibles): \$1500

Co-Pays:

- Dr. visit- \$25
- Urgent Care- \$75
- Emer. Room- \$200

Preventive Care is paid for 100%. Includes:

- Routine Physical
- Mammograms (must be over age 40, unless medically necessary)
- Pap smears
- Prostate Exam (must be over age 50, unless medically necessary)
- Well child care (includes exams and immunizations)

Lab Work

- 100% paid, but must use Quest Labs. Ask your doctor about using Quest Labs before your blood work is done to ensure you don't get a bill for it.
- Northeast Regional Hospital uses Quest Labs. Utilize this resource if your doctor's office doesn't use Quest.

Dental Insurance Information

You can use any dentist! That's right....any dentist, anywhere.

Individual Deductible: \$50
Calendar Year Max. Benefit: \$1000

Preventative Services (no deductible) paid at 100%

Preventative Services includes:

- Emergency Palliative treatment
- Oral exams (every 6 months)
- X-rays (4 bite wings a year)
- Teeth cleaning (every 6 months)
- Fluoride treatments
- Space maintainers for children under age 19
- Topical sealants for un-restored molar teeth

Basic Services Include: (90% after deductible)

- Crowns: Stainless steel
- Diagnostic Consultation- one yearly
- Fillings: Amalgam, Silicate, Acrylic
- Laboratory Test
- General Anesthesia (surgical procedures only)
- Injectable Antibiotics (treatment of a dental condition only)
- Simple extractions

Major Services Include: (50% After Deductible)

- Bridges Installation- fixed and removable
- Crowns: Acrylic, Metal, and Porcelain
- Dentures (full and partial)
- Endodontic Services/Root Canal Therapy
- Fillings: Gold and Porcelain
- Inlays
- Onlays
- Oral Surgery
- Periodontal Services
- Posts
- Repairs of dentures, bridgework, crowns, etc.

****Unfortunately, no Orthodontia Benefits are covered****

Trivia Challenge #1

_____ is the only country that has no army and is recognized as the most peaceful place on Earth

- a) Norway
- b) Iceland
- c) Finland
- d) Denmark

Trivia Challenge #2

People who _____ tend to be more honest, loyal, are great decision makers & intelligent.

- a) listen to several different genres of music
- b) stay up late at night
- c) exercise regularly
- d) have been married more than once

Trivia Challenge #3

Alexander the Great, Mussolini, Hitler, and Napoleon all suffered from _____

- a) schizophrenia
- b) social anxiety
- c) the fear of heights
- d) The fear of cats

Trivia Challenge #4

Eating _____ reduces the risk of Type 2 diabetes by 28%.

- a) grapefruit
- b) yogurt
- c) bananas
- d) almonds

Trivia Challenge #5

What President was also a bartender, and even owned a bar in Illinois?

- a) Calvin Coolidge
- b) Harry Truman
- c) Abraham Lincoln
- d) Woodrow Wilson

Trivia Answer #1: b

Trivia Answer #2: a

Trivia Answer#3 d

Trivia Answer#4: b

Trivia Answer #5: c

Quotes:

“Whether you think you can or you think you can’t, you’re right” –Henry Ford

“Remember that not getting what you want is sometimes a wonderful stroke of luck.” – Dalai Lama

“A smooth sea never made a skilled sailor”.
– Unknown

“The most important single ingredient in the formula of success is the knack of getting along with people”. Theodore Roosevelt

Tips for Developing Trust and Respect in the Workplace

- 1) **Employees should promote personal responsibility using workplace conduct codes.** Every employer should have a clearly written policy that establishes a code of conduct for employees to follow. It should include: anti-discrimination, anti-harassment, and anti-violence.
- 2) **Cultivate Respect.** This is very important as a manager or Department Head, as they lead by example. Employees should always be treated with respect and as an equal partner. The quality of relationship the manager has with his/her employees directly impacts the level of loyalty and commitment the employee has toward the office duties and you, their boss. Be consistent with respect toward your employees; seek input from them; and increase communication.
- 3) **Rebuild trust once it is broken.** Determine what the other party believes; take responsibility if you caused it; recognize root cause of why you did what you did; describe

in detail how you won't break the obligation in the future; and then keep your word.

- 4) **Emotions and Rationale impact trust among employees. Exercise your emotional intelligence.** Perceive emotions accurately; reason with emotions; understand them; and then manage them. Don't "fly off the handle" if you become angry and upset. Genuinely try to understand the other person's point of view.
- 5) **Handle disrespect with a solid communication strategy.** Describe how the behavior impacted you; and then describe the behavior you expect in the future. Don't be afraid to confront disrespectful behavior.
- 6) **Confront Difficult Co-Workers.** Do it immediately and provide a peaceful alternative. Deal with any underlying problems now, rather than letting them fester. Don't argue with them, don't try to appease them, and don't expect immediate change.
- 7) **Always use the language of mutual respect.** Use good communication skills, be an active listener, and provide feedback. Talk/and treat others how you would want to be treated.

Always remember:

Never take difficult people's behavior personally.

If you are **consistent** in your positive behavior toward others, that means you are perceived as predictable, reliable, and trustworthy in the workplace. That's a good thing!

A problem analyzed, is a problem half-solved!! ☺

Fun Facts:

Horses and cows can sleep while standing up, but can't experience REM sleep unless they lie down.

You can burn up to 350 more calories a day by fidgeting rather than staying stationary at your desk.

The Firefox emblem isn't actually a fox, but a red panda.

Dell computers was started by a 19 year old with only \$1000

Presidential retreat Camp David is named after Dwight Eisenhower's grandson.

Albert Einstein never learned how to drive

Albert Einstein was offered the presidency of Israel

Invented in the 1940s in Tennessee, Mountain Dew was meant to be mixed with whisky. In fact, its bottles were designed to look like moonshine, and the original Mountain Dew labels featured outhouses, stills, and hay-chewing yokels.

Andrew Jackson was the only US President to have the national debt paid in full.

Born Harold Jenkins, Conway Twitty got his stage name from two cities (Conway, Arkansas, and Twitty, Texas) near his home.

Months that begin on a Sunday always have a Friday the 13th in them.