

Adair County Employee Newsletter March 2015

Anniversaries:

Dana Buster, Pros. Atty. 12 years
David Erwin, Collector, 16 years
Steve Farnsworth, Sheriff's Dept. 4 years
Jeff Gottman, Sheriff's Dept. 15 years
Karen Hammons, Collector's office, 4 years
Gayla Sandstrom, Circuit Court, 6 years
Christopher Stivers, Sheriff Dept. 1 year
Charles Truitt, Sheriff Dept. 6 years
Matthew Wilson, Pros. Attorney, 5 years

Happy Birthday!



Sandy Collop, County Clerk- 3/8
Mickey Hall, Sheriff's office- 3/7
Sonja Harden, Collector's Office- 3/19
Bill King, Sheriff's Office, 3/28
Betty Powell, County Clerk's Office, 3/19
Richard Walters, Sheriff's Office, 3/28
Donnie Waybill, Assessor- 3/8

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

Welcome New Employees!

Samantha Havens, Sheriff's Office

County Events

3/3- Seven Brides for Seven Brothers,
Lyceum Series
3/5- Regional Education Summit
3/5- Truman Symphony presents "Frozen"

March 9-13- Truman Midterm Break
3/17- St. Patrick's Day Celebration
3/20- Much Ado About Nothing, Lyceum
Series
3/21- KV Chamber of Commerce hosts
Adult Formal
3/28- Adair County Mobile Food Pantry
3/28- Chariton Valley's Annual Silent
Auction and Dinner
3/28- Kiwanis Club Easter Parade

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 Courthouse is in the process of
accepting bids for the 3rd floor courthouse
windows. Bids have to be turned in by
March 25th.

Remember: Turn in your receipts for co-
pays on medical before March 31st. That's
the last day to claim any 2014 RDA.

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.

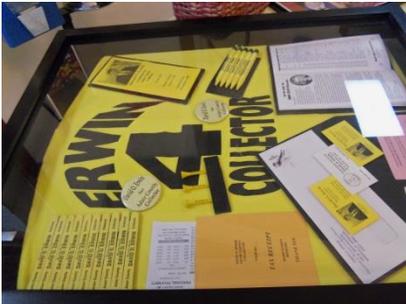
Employee Lottery



Congratulations to our latest winners,
Celesta Boltz (mapping) and Angela Platz
(public administrator), Our next drawing
will be April 29th. Get me your \$\$\$\$ if you

want in. Each \$2 submitted, gets you 1 entry.

Dave Erwin, Adair County Collector, retires 2/28/15



Thanks Dave for 16 years of excellent service to Adair County. You will be missed.

Recipes:

Crockpot Strawberry Dump Cake Recipe

CROCKPOT Strawberry DUMP CAKE



- 1 box Betty Crocker Strawberry Cake Mix 15.25 oz.
 - 2 cans Strawberry Pie Filling {21 oz. each}
 - 1 stick Butter, melted
 - Crockpot
-
- Spray inside of Crockpot with non-stick cooking spray
 - Empty cans of Strawberry Pie Filling into bottom of crockpot, and spread out evenly.
 - In medium mixing bowl, combine dry Cake Mix and melted Butter, and stir until crumbly. {break up any large chunks into small crumbles with spoon}.
 - Pour cake/butter crumble mixture over strawberries in crockpot, and spread out evenly, and cover crockpot with lid.
 - Cook on HIGH for 2 hours, or LOW for 4 hours.
 - Serve with Ice Cream or Whip Cream.
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The Best Spinach & Artichoke Dip



- 8oz cream cheese (reduced fat is ok)
- 16 oz light sour cream
- 1 stick (8 tbsps) unsalted butter
- 1½ - 2 cups shredded Parmesan cheese
- 14 oz quartered artichoke hearts, drained and coarsely chopped
- 4 oz can diced jalapeños, drained
- 10 oz frozen spinach (thawed and drained)
- 2-3 garlic cloves, pressed

1. In a medium pot over medium heat, melt together 8oz cream cheese, 16 oz sour cream, 1 stick butter and 1.5-2 cups parmesan cheese, stirring frequently until melted and an even consistency. It should start to bubble.

2. Stir in coarsely chopped artichoke hearts, your drained jalapenos and drained spinach (I used my hands to squeeze spinach over the sink to remove excess water). Finally, stir in 2-3 pressed garlic cloves.

3. Serve hot with chips or crackers or toasted baguettes.

Hamburger Potato Casserole



- 1 lb. lean ground beef
- 3 cups thinly sliced potatoes (either peeled or with thin skins)
- 1/2 cup chopped onions
- 1 can Cream of Mushroom soup
- 3/4 cup milk
- 1 1/2 cups shredded cheese
- salt and pepper to taste

Preheat oven to 350 degrees and lightly grease an 11 x 7 (2 quart) glass baking dish. In medium skillet, cook the onions and ground beef until done. Drain the grease. In a medium bowl, mix together the milk, soup, salt and pepper. Layer half of the potatoes, soup, cheese and then the hamburger meat. Repeat with the rest of the potatoes, soup, hamburger meat and then the cheese. Cover with aluminum foil and bake for 1 to 1 1/2 hours or until the potatoes are tender.

Human Resources, 101

Success is 15% work skills and 85% people skills

Having good people radar is harder to teach than technical skills, but is a requisite for long term, effective leadership and success at the workplace

People Skills You Should Have If You Want to Succeed at Work:

#1- The ability to relate to others. By having a well-rounded personality and set of experiences, it's usually possible to relate to almost anyone. Sometimes being able to relate to others simply means that you're willing to agree to disagree with mutual respect; letting them know you *understand* their position.

#2- Strong communication skills. This is the most fundamental people skill because it encompasses your persona and ability to get along with other colleagues, persuade others to listen to your ideas, and much more

#3- Patience with others. If you're patient with others and can keep a level head in stressful situations, it will definitely be noticed by management and perceived as a very strong asset

#4- Knowing how and when to show empathy. Having the ability to place yourself in someone else's shoes is a key people skill. It allows us to create relationships with others, provides insights into people's motives and allows us to predict responses.

#5- Active listening skills. Hearing someone and actively listening to them are two different things. Be a good listener and remain sensitive to the needs of your workers and boss.

#6- Genuine interest in others. People know when you're truly interested in them. Take care to remember names, dates and important life events.

#7- Good judgment. Good judgment is a key people skill that comes directly from learning, listening to others and observing the world around you. It allows you to wisely select friends and associates, determine reactions and responses, and make sound decisions.

#8- The ability to keep an open mind. To create trust and respect in others, people need to know that their point of view and feedback will be considered and used.

#9- A great sense of humor. Who doesn't enjoy laughing? It's 'the great diffuser' of tension and conflict. If you can jam the system of tension or routine with levity, you will thrive in your job

#10- Knowing your audience. Knowing what, how, and when to say things to others is critical. For example, if someone just loses their job, it's probably not a good idea to talk about your promotion. This seems trivial, but it's one of the primary reasons why people encounter communication breakdowns with each other

#11- Honesty. The saying, "honesty is the best policy" is not only true, it's essential in building trust among your colleagues. Once you lose it, it's almost impossible to regain.

#12- The ability to be supportive and motivate others. People want others to believe in them, regardless of how successful they might be. By showing support in the form of encouragement, you can put someone back on track or keep them headed in the right direction.

An ounce of people sensitivity is worth a pound of cure when it comes to daily human interaction and mitigating conflict. By developing these skills, you'll reduce bad behavior in the office, and your positive approach will be contagious.

Trivia Challenge #1

There is a bank in Italy who takes _____ from local producers in exchange for cheap loans.

- a) Parmesan Cheese
- b) Wine
- c) Cocaine
- d) silk

Trivia Challenge #2

What was built during the time of the woolly mammoth?

- a) Pyramids of Giza
- b) The Ziggurat
- c) Roman Colosseum
- d) Greek Parthenon

Trivia Challenge #3

_____ will allow any student from anywhere in the world to study at one of their public universities, free of charge.

- a) Portugal

- b) Poland
- c) Belarus
- d) Norway

Trivia Challenge #4

A _____ can hold its breath for up to 6 days.

- a) Cricket
- b) Praying mantis
- c) bat
- d) scorpion
- e)

Trivia Challenge #5

_____ was the first guest to appear on “The Tonight Show” with Johnny Carson on October 1, 1962.

- a) John Wayne
- b) Joan Crawford
- c) Rock Hudson
- d) Doris Day

Trivia Answer #1: a

Trivia Answer #2: a

Trivia Answer#3: d

Trivia Answer#4: d

Trivia Answer #5: b

