

# *Employee Newsletter*

## *March 2016*



### ***Anniversaries:***

Dana Buster, Pros. Attorney office, 13 years  
Steve Farnsworth, Sheriff's Office, 5 years  
Jeff Gottman, Sheriff's Office, 16 years  
Karen Hammons, Collector's Office, 5 years  
Gayla Sandstrom, Circuit Court, 7 years  
Samantha Sarber, Sheriff's Office, 1 year  
Chris Stivers, Sheriff's Office, 2 years  
Charlie Truitt, Sheriff's Office, 7 years  
Chris Waddle, Road and Bridge, 1 year  
Richard Walters, Sheriff's Office, 5 years  
Pat Williams, Juvenile Office, 1 year



### **Happy Birthday!**

Sandy Collop, County Clerk, 3/8  
Aaron Followwill, Sheriff's Office, 3/13  
Mickey Hall, Sheriff's Office, 3/7  
Sonja Harden, County Collector, 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  
Pat Williams, Courts Administrator, 1 year

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!***

Jordan Miller, Sheriff's office

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### ***County News***

This isn't news, but the deadline to claim RDA funds for 2015 is March 31. If you have any medical out of pocket expenses for 2015, get your paperwork into me by March 31.

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### ***County Events***

3/2- Wind Symphony II Concert Band begins  
3/7- Truman University Midterm Break begins  
3/10-50<sup>th</sup> Anniversary Art Exhibit at Northeast Community Action Agency begins  
3/12-2016 Spring Quarter Auction in LaPlata for Soybean Festival  
3/17- Greentop Annual Soup Supper  
3/19- National Wild Turkey Federation Banquet  
3/22- City Council Candidates Forum

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:**



### **Cheesy Chicken, Broccoli and Rice**

1 teaspoon kosher salt

1/2 teaspoon smoked paprika  
 1/2 teaspoon garlic powder  
 1/4 teaspoon fresh ground black pepper  
 2 tablespoons olive oil  
 1 1/2 lbs boneless skinless chicken breasts,  
 cut into chunks (I like to brown my chicken  
 breasts while still whole and then cut)  
 1 cup white long grain rice  
 2 1/2 cups chicken broth  
 2 cups broccoli florets  
 2 cups shredded cheddar cheese

Mix all of the spices together.

In a large skillet heat the olive oil on medium-high. Rub the chicken breasts with the spices. Add the chicken breasts and cook, stirring occasionally until browned on all sides., about 5 minutes.

Add the rice and stir constantly for one minute. Add the broth, stir, reduce heat, and cover. Allow this to simmer for about 10 minutes.

Add the broccoli and continue to cook uncovered for 10 minutes, stirring as needed to prevent the rice from sticking to the bottom of the pan.

Remove from heat and stir in 1/2 cup of cheese. Top with the remaining cheese, cover, and place back on medium heat for 2 minutes until the cheese is completely melted.

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### Salsa Chicken Casserole



- 1 cup uncooked basmati rice, rinsed
- 1 cup frozen corn kernels, thawed
- 1-15-ounce can black beans, drained and rinsed
- 1-16-ounce jar salsa
- 1 cup chicken broth
- 1-1/2 teaspoons ground cayenne pepper

- 1 teaspoon oregano
- 1/2 teaspoon salt
- 1/4 teaspoon black pepper
- 2 large chicken breasts (about 1-1/2 pounds), thawed
- 1 cup shredded cheese blend
- 2 green onions, sliced

Preheat the oven to 375 degrees Fahrenheit.

In an 8-inch-by-8-inch baking dish, add the rice, black beans, corn, salsa, chicken broth, chili powder and oregano. Stir to combine.

Cut the chicken breasts into 3 pieces and submerge into the liquid in the baking dish as far as possible.

Cover the casserole dish tightly with foil and bake for 1 hour, until the rice is tender and the liquid has been absorbed.

Remove from the oven and sprinkle with cheese. Return to the oven and bake just until the cheese has melted.

Top with green onions and serve.

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### No Bake Chocolate Peanut Butter Squares



- 8 ounces (1/2 pound or 250 grams) plain chocolate cookies
- 1/4 cup + 2 tablespoons (90 grams) butter, melted
- 1/4 cup + 2 tablespoons (90 grams) butter, chopped
- 1/2 cup brown sugar
- 1 1/2 cups powdered sugar
- 1 cup smooth peanut butter
- 1/2 cup chocolate chips
- A little less than 5 ounces (150 grams) dark chocolate

\*\*There were no step by step directions for preparing, so I've provided a video.

Watch the Video on how to Prepare, here:  
<https://www.youtube.com/watch?v=g08N2Cln tXI&feature=youtu.be>

### Missouri Association of Counties Online Classes

New classes are available on the LocalGovU site. If you're not registered for LocalGovU online classes, sponsored by MAC, then let me know if you want to be. 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! Classes will change April 1<sup>st</sup>.

Some of the training classes available until March 31<sup>st</sup> include:

Microsoft Excel Basics  
Back Injury Prevention  
Bloodborn Pathogens for Law Enforcement  
Dealing with Stress  
.....and more!

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

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

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## *Human Resources, 101*

### **Why do good employees either leave their jobs or become completely apathetic?**

Have you ever seen a department in your building or the organization itself experience a high turnover? Meaning...people start working there, only to quit soon after? Or even sometimes worse...an organization with employees who STAY, but have become unmotivated, complacent, and even apathetic.... but why? Managers tend to blame their turnover problems and laissez faire employees on everything under the sun, while ignoring the crux of the matter: **people don't leave jobs; they leave their managers. Whether it's physical or mental, people leave their managers.**

We need to understand some of the top things that managers do that send good employees packing either physically or mentally. Such as:

#### **#1 Overworking Their Good Employees**

Nothing burns good employees out quite like overworking them. New research from Stanford shows that productivity per hour declines sharply when the workweek exceeds 50 hours, and productivity drops off so much after 55 hours that you don't get anything out of working more.

If you must increase how much work your talented employees are doing, you'd better increase their status as well; such as a raise, promotion or title change.

#### **#2 They Don't Recognize Contributions and Reward Good Work**

Managers need to communicate with their people to find out what makes them feel good (for some, it's a raise; for others, it's

public recognition) and then to reward them for a job well done. With top performers, this will happen often if you're doing it right.

### **#3 They Don't Honor Their Commitments**

Making promises to people places you on a fine line. When you uphold a commitment, you grow in the eyes of your employees because you prove yourself to be trustworthy and honorable (two very important qualities in a boss). But when you disregard your commitment, you come across as slimy, uncaring, and disrespectful.

### **#5 They Fail to Develop Their Employee's Skills**

When you have a talented employee, it's up to you to keep finding areas in which they can improve to expand their skill set. Make sure they get the training they need so they can grow in their job. Also, give feedback frequently, and not just at evaluation time. The most talented employees want feedback—more so than the less talented ones—and it's your job to keep it coming. If you don't, your best people will grow bored and complacent.

### **#6 Their Egos are not Being Checked in at the Door**

In-charge men and women often have trouble listening, being patient, and admitting they need to work on leadership development. Additionally, when presented with the value of enhancing leadership qualities, they sometimes will not even consider it!

Good managers know ego is important to building self-confidence and technical expertise, but ego does not belong as a

leadership tool when interacting with people.

Egotistical managers cause employees to feel discouraged, build walls, spread negativity, and revert to their own individual agendas. It does everything but cultivate teamwork.

**If you want your best people to stay, and you want them motivated, creating and working hard, you need to think carefully about how you treat them. You need to make them want to work for you.**

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### **Let's Briefly Review Your CERF 401 a Savings Plan**

“Vesting” means you have a permanent right to your benefit – even if you leave county employment. With the 401(a) plan, you are always 100% vested in your mandatory and rollover contributions and any investment return on this money.

You are 100% vested in the CERF match, as well as any investment return the match earns, after five years of service. If you leave county employment before you have five years of service, you will forfeit all matching contributions along with the corresponding investment returns.

Although CERF's match is based on your voluntary contributions to the CERF 457 plan, the actual matching funds, if any, are deposited into your CERF 401(a) account.

You may receive a distribution from your 401(a) account if you:

- Leave county employment;
- Reach age 59 1/2;
- Have a “financial hardship,” or
- Die

## **A Brief Review of Your 457 Plan**

The 457 plan is designed to provide tax advantages to you through voluntary pre-tax contributions.

This will:

- Lower your taxable income
- Reduce the amount of tax you currently pay
- Allow you to set aside money for retirement

All county employees who participate in this plan can make voluntary contributions equal to either a flat-dollar amount or a percentage of pay through regular payroll deductions.

You are 100% vested in the CERF match, as well as any investment return the match earns, after five years of service. If you leave county employment before you have five years of service, you will forfeit all matching contributions along with the corresponding investment returns.

Each year, CERF's Board of Directors will determine the amount available for matching contributions. The maximum match that the Board can approve is:

50¢ for every dollar that you contribute, up to the first 6% of pay

To receive the match, you must have made 457 contributions during the plan year and you:

Have earned at least 1,000 hours during the year, or on a qualified leave of absence, on December 31; or Are at least 62, and separated from service, vested in the CERF Pension Plan; or Die during the year.

Although CERF's match is based on your voluntary contributions to the CERF 457 plan, the actual matching funds are deposited into your CERF 401(a) account.

As periodic account statements are received from Great-West, you will want to verify that your 457 contributions are being deposited into the 457 plan account (rather than 401(a) plan) in order to receive the full match to which you are entitled.

Reminder: Your CERF 457 and 401a Plans are supplemental to your CERF Pension Plan.

Questions about your CERF pension? Call Mary Holsman at 877-632-2373, ext. 4218. For questions about your Savings Plans (457, 401), call Jim Ellison at (877) 895-1394.

## **Trivia Challenge #1**

"Call me Ishmael." is the opening line of what famous American novel?

- a) Tom Sawyer
- b) Moby Dick
- c) The Scarlett Letter
- d) The Sound of the Fury

## **Trivia Challenge #2**

Harley-Davidson gave around 20,000 motorbikes to the American army for what war?

- a) World War I
- b) Vietnam
- c) Korea
- d) World War II

## **Trivia Challenge #3**

How many teeth does a child have before they start falling out?

- a) 20
- b) 12
- c) 30

d) 10

### Trivia Challenge #4

How many superbowl rings do the Dallas Cowboys have?

- a) 5
- b) 3
- c) 2
- d) 1

### Trivia Challenge #5

Why did Wendy's founder, Dave Thomas, cut his hamburgers in squares?

- a) That was the shape of his hamburger press
- b) It was a mistake by his assistant
- c) To show that they don't cut corners
- d) His original grill was

### Trivia Challenge #6

What brand was Michael Jackson advertising when his hair lit on fire?

- a) Coke
- b) Dr. Pepper
- c) Pepsi
- d) 7 UP

### Trivia Challenge #7

What is the literal meaning of democracy?

- a) Repression of the poor
- b) Exploitation of the weak
- c) Governance of the people
- d) Power of the rich

### Trivia Challenge #8

What's the difference between the French horn and English horn?

- a) They Play In Different Keys
- b) All Are Correct
- c) One Is Brass
- d) One Has A Double Reed

Trivia Answer #1: b

Trivia Answer #2: a

Trivia Answer#3: a

Trivia Answer#4: d

Trivia Answer #5: c

Trivia Answer #6: c

Trivia Answer #7: c

Trivia Answer#8: b

There are 6 hidden words. Can you find them?



Frost, Ice, Boots, Chill, Snow, Mittens.

