

# **Adair County Employee Newsletter November 2014**



## **Anniversaries:**

Joe Nicol, Maintenance Supervisor, 9 years

## **Happy Birthday!**

Pamela Ashford, Assessor's Office, 11/6  
Charles Lowrey, Sheriff's Office, 11/15  
Stan Pickens, Presiding Commissioner, 11/20  
Shelley Story, Public Administrator's Office,  
11/12



***Carry-in on November 19th in the Commissioners Office to celebrate November birthdays! All employees welcome, so please come join us from noon to 1 p.m. I will make a sign up sheet to pass around. How do you guys feel about a Chili Cheese Dog carry in? Or a soup and chili carry in? Please give me some feedback and ideas.***

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

## **Welcome New Employees!**

David Lee, Sheriff's Office

Joshua Owen, Sheriff's Office

## **Welcome Back!**

Judy Harlan, Collector's Office  
Judy Bruegenhemke, Collector's Office

## **County Events**

- 11/1- 5k Run/Walk
- 11/2- Mary Immaculate School Autuma Auction
- 11/6- Lifeline Pregnancy Annual Fundraiser Banquet
- 11/6- State of Education Address
- 11/7- Adair County Library Social Media Class
- 11/8- Kirksville Women of Today 27th Annual Arts & Crafts Show
- 11/8- YMCA Turkey Trot
- 11/13- 5 Under 40 Award Banquet
- 11/14- Kohlenberg Lyceum Series presents: Rhonda Vincent
- 11/14- Adair County Library E-book and E-reader class
- 11/18- Hyvee Diabetic Education and Nutrition Class
- 11/20-23- Fiddler on the Roof Musical
- 11/21- E-reader class at the library
- 11/24-28- Truman Thanksgiving Break

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 Website**

Our website pages are only as good as the information the elected officials give me for their page. Any elected official, who would like to give me things to upload to their page or any information they would like to add, please let me know. I'd be glad to do it.

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## **Employee Motivational Fund**



Congrats to Angela Althide and Shelley Story for being the winners of \$24 each! The next drawing will be November 21<sup>st</sup>! Bring me your \$2!

## County News

- **Benefits Fair November 5<sup>th</sup>, Annex Building from 10-noon and 1-3 p.m.**
- **Open Enrollment for insurance changes begin on November 1, and end on November 30<sup>th</sup>. Come see me if you need to make any changes, or if you need to sign up for FSA.**
- **Birthday Carry-in Wednesday November 19<sup>th</sup>, Commissioners Office**

## Recipes:

### Cheesy Potato and Sausage Frittata



30 min  
total time 30 min  
ingredients 8  
servings 4

#### Ingredients

6 oz bulk turkey or pork sausage  
4 cups frozen potatoes O'Brien with onions and peppers (from 28-oz bag)  
4 eggs, lightly beaten  
1/4 cup milk  
1/8 teaspoon ground red pepper (cayenne)  
1/8 teaspoon pepper  
1/2 cup finely shredded Cheddar cheese (2 oz)

Heat 12-inch nonstick skillet over high heat. Add sausage; cook 4 to 5 minutes, stirring frequently, until no longer pink. Remove sausage from skillet; drain on paper towels. Return sausage to skillet. Gently stir in potatoes.

In small bowl, mix egg product and remaining ingredients except cheese until well blended. Pour egg mixture evenly over potato mixture; cover and cook over medium-low heat 10 minutes.

Uncover; cook 5 to 8 minutes longer or until egg product mixture is set but still moist on top. Remove from heat. Sprinkle cheese over top. Let stand 3 to 5 minutes or until cheese is melted. Cut into wedges to serve.

### Bacon-Cornbread Stuffing



25 min  
total time 55 min  
ingredients 8  
servings 8

#### Ingredients

4 slices bacon, cut into 1/2-inch pieces  
1/2 cup chopped green bell pepper  
1/2 cup chopped onion  
1/2 cup sweetened dried cranberries  
2 1/4 cups water  
4 cups seasoned cornbread stuffing crumbs (from 16-oz bag)  
1/2 teaspoon seasoned salt.

Heat oven to 350°F. Spray 8-inch square (2-quart) glass baking dish with cooking spray. In 12-inch nonstick skillet, cook bacon over medium heat about 6 minutes, stirring occasionally, until browned but not crisp. Stir in bell pepper and onion. Cook 3 to 4 minutes, stirring occasionally, until tender. Stir in cranberries. Add water; heat to boiling. Remove skillet from heat.

Stir in stuffing mix, seasoned salt and marjoram until well mixed. Spoon into baking dish.

Cover with foil; bake about 30 minutes or until thoroughly heated.

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## Candied Sweet Potatoes



15 min  
total time 60 min  
ingredients 11  
servings 6

### Ingredients

6 medium sweet potatoes or yams (2 lb)  
1/3 cup packed brown sugar  
1 tablespoon cornstarch  
1/2 teaspoon salt  
1/2 teaspoon ground cinnamon  
1/4 teaspoon ground nutmeg  
3/4 cup apple or orange juice  
2 tablespoons butter or margarine

### Topping

1 cup Honey Nut Cheerios™ cereal, crushed  
2 tablespoons chopped pecans  
1 teaspoon butter or margarine, melted

### Directions

In 4-quart saucepan or Dutch oven, place potatoes; add enough water just to cover

potatoes. Heat to boiling. Reduce heat to low; cover and simmer 20 to 25 minutes or just until potatoes are tender. Drain; rinse with cold water to cool slightly.

Heat oven to 350°F. Spray 2- to 2 1/2-quart shallow casserole with cooking spray. Remove skins from sweet potatoes. Cut into 1/2-inch slices; place in casserole.

In 1-quart saucepan, heat brown sugar, cornstarch, salt, cinnamon, nutmeg, apple juice and 2 tablespoons butter to boiling over medium-high heat, stirring constantly. Boil and stir 1 minute. Pour mixture over potatoes. In small bowl, mix topping ingredients until crumbly. Sprinkle evenly over sweet potatoes.

Bake uncovered 15 to 20 minutes or until bubbly.

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## 5-Ingredient Pumpkin Cookies



15 min  
total time 1 hr. 5 min  
ingredients 5  
servings 18

### Ingredients

1 roll Pillsbury™ refrigerated sugar cookie dough  
2 tablespoons pumpkin pie spice  
1/2 cup canned pumpkin (not pumpkin pie mix)  
1 package (8 oz) cream cheese  
1 cup powdered sugar

Heat oven to 350°F. In large bowl, break cookie dough into small chunks. Add pumpkin pie spice and pumpkin. Beat with electric mixer on medium speed until well blended.

Drop dough by rounded tablespoonfuls about 2 inches apart on 2 ungreased cookie sheets.

Bake 14 to 16 minutes. Cool on pan 5 minutes; remove to cooling rack to cool completely, about 30 minutes.

Meanwhile, unwrap cream cheese. Place in medium microwavable bowl. Microwave uncovered on High 1 to 2 minutes, stirring every 30 seconds, until softened. Stir in powdered sugar until smooth. Spread on cookies.

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## Human Resource 101

### Dealing with Bullies in the Workplace

Bullying is unwanted, aggressive and repetitive behavior, done intentionally to bring down another employee.

#### Legal Issues

- Bullying is not normally a legal issue. It is only a legal issue if it is based on an individual's protective class status, such as age, gender, religions, etc.
- Also, conduct of bullying must be severe and frequent (such as constant racial jokes)
- Although it is disrespectful, immoral, and unprofessional, it is not unlawful for a supervisor to yell at an employee, or an employee to yell at another one.

#### Bullying Behaviors

- Constant threats and criticism
- Public embarrassment of another employee through insults or "jabs"
- Memorizing mistakes
- Gossip, rumor, and lies
- You're not invited. Everybody in the office is going out to lunch, or participating in a carry-in, but you weren't invited.
- Sabotage. Failure to give work related messages, obstructing your ability to do job effectively.

- Impossible Schedules. (Late meetings or making sure you have to come in on your day off)
- Glory-stealing. Let's you do all the work, while they step up and take the credit for it.

The most troubling thing about bullying is that it is intentional. The bully is intending to cause another malice, hurt, pain, injury, etc. to another.

It is a gross misuse of power in order to abuse another employee, *and it is not the same as being a tough boss.*

Tough bosses are absent of malice, self-controlled, performance focused and organizationally driven, while bullies are driven by malice and self-absorption. A tough boss will listen and solve problems, a bully will not.

**What's another big difference between bullies and tough bosses?**

*Bullies are usually self-absorbed*

#### Signs of Being Self-Absorbed:

- 1) Attention seekers
- 2) Lack of Empathy toward other co-workers
- 3) Their way or the highway
- 4) Feeling superior to other co-workers

#### Confront the Bully: Be Confident, Be Calm

- 1) Ask to speak to them privately, but bring along a neutral, unbiased co-worker. Your good buddy at work is not a good idea. Someone not in your inner-work circle is.
- 2) Be specific and tell them why the behavior is unacceptable
- 3) Identify the pattern by talking about 1 incident at a time. Don't bombard them with everything they've done, pick your battles.

- 4) Be professional
- 5) Focus on business relationship outcomes and don't make it personal
- 6) Maintain eye contact and don't smile. You mean serious business, it's not something they should view lightly.
- 7) Ask the bully to stop the behavior
- 8) Seek agreement that the behavior will change
- 9) Document time, place, who, and what was said

### Bring in management or Human Resources when you need to

Most important, more than anything...document, document, document! If you don't document when the bullying behavior occurs, then it didn't happen. It will be your word against theirs, and you will likely lose.

- Go to management with your documentation in hand.
- Make sure a clear action plan is established
- Document the action plan and make sure it's followed through

### Your Reimbursable Deductible

Bring me receipts of payments with dates of service for 2014 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.

### Trivia Challenge #1

Both of Jack Black's parents are:

- a) Mountain Climbers, and have climbed to the top of Mount Everest
- b) Social Activists, who travel to the Middle East twice a year
- c) Aerospace Engineers, who worked on the Apollo 11 mission
- d) Professional deep sea divers, who have helped on various missions, most recently the South Korean Ferry disaster

### Trivia Challenge #2

\_\_\_\_\_ has created 3 billionaires and approx. 12,000 millionaires.

- a) Apple
- b) Facebook
- c) Amazon
- d) Microsoft

### Trivia Challenge #3

Half of all humans who have ever lived died from:

- a) Malaria
- b) Influenza
- c) Pneumonia
- d) Scarlet Fever

### Trivia Challenge #4

\_\_\_\_\_ went ahead with his speech immediately after an assassination attempt. He is quoted as saying, "Friends, I shall ask you to be as quiet as possible. I don't know whether you fully understand that I have just been shot,

but it takes more than that to kill a Bull Moose.”

- a) Teddy Roosevelt
- b) Ronald Reagan
- c) Adolf Hitler
- d) Pope John Paul II

### **Trivia Challenge #5**

Ironic, but true...in 1999 there was a novel written about \_\_\_\_\_.

- a) Passenger planes being flown into the World Trade Center buildings
- b) A man carrying Ebola arriving unhindered in Dallas
- c) A school shooting in Sandy Hook, Connecticut
- d) A presidential election “on hold” due to a mandatory recount in Florida.

**Trivia Answer #1: c**

**Trivia Answer #2: d**

**Trivia Answer #3: a**

**Trivia Answer #4: a**

**Trivia Answer #5: b**

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### **Fun Facts:**

Japanese police fire paint-balls at fleeing vehicles so that other police vehicles can see them and to identify them at a later date if they get away. The paint is Bright orange and difficult to remove.

2 F16 pilots went on a suicide mission to stop Flight 93 on 9/11.

A California hospital charges \$223,000 for joint replacement surgery that costs \$5,300 in Oklahoma.

When New York City Hall was renovated in 1903, a secret stairwell was discovered, said to be used by aldermen to escape the building when angry constituents were waiting for them outside

A study by an American University found that the Toyota Camry (78.5%) and the Honda Accord (76%) both contain more domestic content than the ‘American’ Chevrolet Camaro (68%).

General Motors purposely kept the 1979 Chevy Malibu gas tank dangerously close to the rear of the vehicle. Instead of paying an extra \$8.59 per vehicle to move the gas tank to a safer location, GM estimated that they would only have to pay \$2.40 per vehicle to pay off personal-injury lawsuits.

In order to preserve the state’s natural beauty, billboards are completely banned in the state of Vermont and have been for over 45 years.

A couple bid \$100 for an abandoned storage locker and found the original James Bond submarine car inside. Tesla Motors’ Elon Musk later purchased it for \$920,000.

Six years after Martin Luther King Jr.’s death, his mother, Alberta King, was assassinated while playing the organ at her church.

Billy Joel gives away all of his front row tickets to random people in the cheap seats so that the front row isn’t always just wealthy people.

You burn 650 calories donating one pint of blood.

During prohibition, the US government ordered poison be added to industrial alcohol to discourage consumption. People continued to drink it, so the government mandated more potent poison and it killed as many as 10,000 people.

An investment bank which lost 75% of its employees in 9/11 sued American Airlines for negligence in allowing terrorists on board, and won \$135 million.

