

Adair County Employee Newsletter April 2014

Anniversaries:

Pam Ashford, Assessor's Office, 2 years
Janet Cooper, Sheriff's Office, 4 years
Lonnie Harris, Road and Bridge, 23 years
Barb Johnson, Recorder's Office, 7 years
Franz Kinkhorst, Sheriff's Office, 5 years
Jason Lene, Sheriff's Office, 17 years
Christopher Pavlack, Sheriff's Office, 2 years
Rick Schmidt, Sheriff's Office, 5 years
Randall Snyder, Road and Bridge, 34 years
Dale Standfuss, Building and Grounds, 5 years
Pam Tarr, Assessor's Office, 7 years

From all of us here at the County, Thank you all for your service.



Happy Birthday!

Melvin Bradshaw, Assessor's Office, 4/4
Gail Claybrook, Road and Bridge, 4/2
Linda Gentry, Circuit Court, 4/13
Susan Hamilton, Circuit Court, 4/5
Ben Lemley, Sheriff's Office, 4/8
Rick Schmidt, Sheriff's Office, 4/30



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!

Christopher Stivers, Sheriff's Office

County Events

4/3-Kirksville Networking Happy Hour
4/3-2014 Maternity Expo
4/5-5K Run/Walk
4/5-34th Annual El Kadir Wild Turkey Day
4/5-Kirksville Women of Today Arts and Crafts Show
4/11- Daddy/Daughter Dance
4/11- Acts- The 3 Man Show
4/12- Hamilton St. Baptist Church hosts an Easter Egg hunt at PC Mills Park
4/16- A.T. Still University Induction into the Hall of Fame Famous Missourians
4/19- First Baptist Church hosts ARISE Race/Run
4/22- NEMO Spring Job Fair
4/24- Chamber Member Business After Hours
4/24- Kirksville Community Spring Orchestra Concert

4/25-Family Dance and Fun Night
4/26- Truman State University Student Visit
Event

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 County Courthouse received a grant from the State Historic Preservation Office last month to replace the boiler system.

It is a 70/30 grant with the state's share being \$47,560 and the County's share being \$ 20,383. Replacement of the boiler system is set to begin in late spring/early summer.

Along with the good news of the grant, I'm also glad to announce that our website has been updated and given a new look. The website covers a little Adair County history, along with pages for each of our elected officials, web links to other areas of interest, a calendar schedule for the Annex building and the Commissioners' Minutes and Agenda each week. If you'd like to check it out, the website address is: adaircountymissouri.com. I'm continually working on the website to make it better each year. Hopefully by next year, we will be able to offer the public printable forms, election results, and other information, dependent upon the elected officials. If you can think of anything that would make the website even better, please send feedback my way.

Employee Motivational Fund



- ❖ ***Congratulations to Mary Walitshek and Gayla Sandstrom for being our March winners of \$23.*** 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, April 24th. We will draw for winners on Friday April 25th. I encourage everyone to participate, because the bigger the monthly pot, the more \$\$ we can put give away, and not to mention it's fun!!

Recipes:

Hash Brown Casserole



- 8 Tbsp cold unsalted butter, divided
- 4 Tbsp all-purpose flour, divided
- ¼ tsp poultry seasoning
- ¼ tsp onion powder
- ¼ tsp garlic powder
- ½ tsp kosher salt
- ½ tsp fresh ground black pepper
- ½ cup milk
- 1 cup low-sodium chicken broth, divided
- ½ cup chopped onions
- 1 (26 oz) package frozen shredded hash browns
- 1 (8 oz) package shredded colby cheese

Directions

1. Preheat oven to 375 °F.
2. In medium sized saucepan, over medium heat, melt 2 tablespoons butter. Once butter is melted add 2 tablespoons flour and all seasonings. Whisk to create a paste. Add milk, whisking as you pour. Whisk until completely combined.
3. In a quart sized mason jar combine 2 tablespoons flour and chicken broth. Seal tightly and shake the living tar out of your mixture. You will create a smooth flour mixture for thickening your sauce called a slurry.
4. Slowly pour slurry into mixture, whisking constantly. Bring to a boil and cook 2 minutes, stirring constantly.
5. Pour soup into 9x13 casserole dish. Add remaining 6 tablespoons butter and onions. Stir until butter is melted. This will also start to cool your soup. Add cheese and frozen hash browns. Mix well with a spoon.
6. Bake 25 minutes or until the top is golden brown.
7. Serve and enjoy!

Cheddar Bay Biscuits



2 cups all-purpose flour
1 Tbsp baking powder
1 Tbsp granulated sugar
1 Tbsp garlic powder

$\frac{3}{4}$ teaspoon kosher salt, divided
1 $\frac{1}{2}$ sticks ($\frac{3}{4}$ cup) unsalted butter (divided)
1 cup whole milk
1 (8 oz) package shredded mild cheddar cheese
 $\frac{1}{2}$ teaspoon dried parsley

Preheat oven to 450°F. Line a baking sheet with parchment paper. Add 1 stick of butter to a small microwave safe mixing bowl. Microwave for 30 seconds or until butter is melted. Set aside.

In a large mixing bowl combine flour, baking powder, sugar, garlic and $\frac{1}{2}$ tsp salt. Whisk until well combined. Add butter and milk and whisk just until flour is all wet, do not over mix. Add cheese and fold in with a spoon.

Drop heaping spoonfuls onto baking sheet. Bake for 10-12 minutes, until biscuits are golden brown.

Meanwhile melt remaining $\frac{1}{2}$ stick of butter in small mixing bowl. Microwave for 30 seconds or until butter is melted. Add $\frac{1}{4}$ teaspoon salt and parsley. Stir with pastry brush.

Remove biscuits from oven, brush with melted butter mixture. Serve and enjoy!

Cheesy Southwest Stuffed Peppers



- 1 lb, hamburger (he used 80%)
- 1 box Spanish rice
- 10 oz can of diced tomatoes with chilis (hot or mild, your choice)
- 8 oz. can tomato sauce

- 2 cups water
- 2 tbs butter or spread
- 6-8 large sweet peppers,

Instructions

1. Fry hamburger in skillet over med to med-high heat while breaking into crumbles. Drain off grease.
2. Add rice, seasoning packet, tomatoes, sauce, water and butter. Stir, once it starts to bubble, reduce to low and cover. Simmer approximately 20 minutes, until liquid is absorbed.
3. Preheat oven to 350 degrees.
4. Core & deseed the peppers, then stuff with filling. Arrange in baking dish or oven safe pan, and add ¼-1/2 cup of water to bottom of pan to create a shallow water bath, Cover the dish with foil.
5. Bake for 20 minutes. Peel back an edge of the foil and test doneness of pepper with fork: a) if fork goes through easily uncover top with cheese and bake 5 more minutes b) if peppers are not done yet, bake covered for 10 more minutes, then uncover, top with cheese and bake 5 more minutes.
6. Serve as is, or with hot sauce or tomato sauce.

Peanut Butter Caramel Swirl Bars



2/3 cup Marzetti® Old Fashioned Caramel Dip

BROWNIE BASE:

- 1 pkg. (21.5 oz.) brownie mix
- 1/2 cup butter or margarine, softened
- 1/4 cup peanut butter
- 1 egg

CREAM CHEESE LAYER:

- 2 pkgs. (8 oz.) cream cheese, softened

- 1/3 cup peanut butter
- 1 cup sugar
- 3 tbsp. flour
- 1/4 cup sour cream
- 2 tsp. vanilla extract
- 2 eggs

PREPARATION:

Preheat oven to 325° F. Grease bottom of 13x9-inch pan. Mix all ingredients of brownie base. Press base evenly on bottom of prepared pan. Cream Cheese Layer: beat cream cheese and peanut butter until smooth. Add sugar, flour, sour cream, and vanilla; mix well. Beat in eggs until blended. Spread evenly over brownie base. Drop apple dip by 1/2 teaspoon over cream cheese layer. With knife, cut through mixtures to swirl caramel through entire filling. Bake 35 to 45 minutes or until center is set and edges are lightly browned. Cool. Chill. Store covered in refrigerator

Your Reimbursable Deductible

It's too late to submit receipts for 2013, but not for 2014. Bring me your receipts for medical bills, and we'll fill out an RDA form and hopefully get you some money back. Remember, you get up to \$500 back every year, 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. _____

Employee Evaluations

It would be very nice and I believe more efficient for all, if all departments would make sure their employees' evaluations

would go through me first. Not so I can claim any type of authority over anything, but so I can track them, and make sure they are filled out correctly/addressing concerns, etc. I will be glad to get evaluations ready for each supervisor and hand them out at the beginning of the month. It is the supervisor's responsibility to turn your employee's evaluation in, in a timely manner to ensure they receive their raise accordingly. Please start making sure all evaluations come to me first, no matter what office you work in. Additionally, all evaluations need to be in the employee's personnel folder. I go back and track them the following month, and if they are not in their personnel folder, I have no idea whether they are really done, or if there are any concerns to be addressed. I know we can work well together as a team to get this problem addressed, and get on the right track. I appreciate all of you.

Trivia Challenge #1

_____ grew marijuana in his garden.

- a) Charles Dickens
- b) Charles Darwin
- c) Leonardo Da Vinci
- d) George Washington

Trivia Challenge #2

People who are lying to you tend to _____.

- a) Look down and to the right (their right)
- b) Rub their hands/fidget with their hands
- c) look up and to the left (their left)
- d) chuckle while talking to you

Trivia Challenge #3

The most dangerous job in the United States is that of _____.

- a) Logger
- b) Power line installer
- c) Alaskan crab fisherman
- d) roofer

Trivia Challenge #4

Under extremely high pressure, _____ can be turned into diamonds

- a) peanut butter
- b) concrete
- c) marble
- d) cocoa

Trivia Challenge #5

_____ not only bite, but also bark.

- a) hyenas
- b) piranhas
- c) crocodiles
- d) snapping turtles

Trivia Answer #1: d

Trivia Answer #2: c

Trivia Answer#3 c

Trivia Answer#4: a

Trivia Answer #5: b

Quotes:

Be more concerned with your character than your reputation, because your character is what you really are, while your reputation is merely what others think you are.

- John Wooden

Many people have ideas on how others should change; few people have ideas on how they should change. – Tolstoy

The best way to cheer yourself up is to try to cheer somebody else up.

- Mark Twain

Attitudes are contagious. Make yours worth catching.

- Unknown

Fun Facts:

There is an international zipline between Spain and Portugal.

All the air in potato chip bags that we complain about is actually Nitrogen. It preserves the crispiness and provides cushion during shipping.

In North Korea, you are forced to choose one of 28 government approved haircuts.

Former President Calvin Coolidge enjoyed “buzzing” for his bodyguards, then hiding under his desk while they frantically searched for him.

In 1962, the CIA tipped off South African Intelligence service about the location of Nelson Mandela, leading to his arrest that put him in jail for 27 years.

Taiwan offers free wi-fi connectivity to all its citizens and foreign tourists, free of charge.

Government vehicle in Cuba are legally required to pick up

In 2000, the KKK adopted a stretch of highway near St. Louis, MO. The MO government responded by re-naming the road “Rosa Parks Highway.”

Eliminating Workplace Negativity- Helping Supervisors Fight off Negativity.

In order for a workplace to be successful, the employees must be meeting performance

expectations. When they are not meeting expectations, the employer should ask themselves these three questions:

- 1) Why are employees feeling negative?
- 2) What are the solutions for getting them on target?
- 3) How do we implement those solutions?

Simply dealing with on-going symptoms of negative behavior solves nothing. The supervisor needs to identify the cause of the negativity. Negativity is a symptom of a problem, not the problem itself; and nothing destroys employee morale quicker than persistent workplace negativity. It zaps the company of critical energy and takes attention away from positive employee performance.

There are 3 Common Causes of Negativity:

- 1) Deep Rooted “Old Culture”.** You know, “that’s the way we’ve ALWAYS done it”. A company’s culture sets the pace for employee morale and all its decisions. Often, employees who have worked at a company for years, have the mind-set of “that’s the way we’ve always done it.”
- 2) Lack of Accountability.** Honest communication must take place between employees and supervisors. It is the glue that holds together strong, successful relationships. If communication is not happening, then loss of momentum sets in, setting a fast track for negativity to travel.
- 3) “Around Here Thinking”.** The mind-set that nothing in the workplace should change because

that's just not the way it's done around "here".

significant contributor to workplace negativity.

Negative behavior attitudes can poison your workplace atmosphere and ruin relationships.

How can Negativity take over so many employees?

The major source of negativity is....CHANGE. It exerts an external influence on our attitudes.

Technology is a big contributor to change in the workplace...some really like it; some really don't.

Other big contributors to negativity include:

- 1) The workplace focus of being a "team player". Yes, believe it or not...that is a contribution to negativity in the workplace. The once independent worker has been asked to be a team player and work closely with others.

2) The stress of downsizing.

- When there is less staff helping out, that creates a stress on other employees, affecting their job performance, morale, and even sometimes...their physical health. A supervisor can always expect a downslide to negativity when staff is asked to do more, often without any training or extra pay. Downsizing is a

- 3) Another contributor to negativity is the workplace themselves, **harnessing motivation**. If "hygiene" factors aren't being met, dissatisfaction sets in and paves the way for negativity. "Hygiene" factors would include: working conditions, relationships with co-workers, relationships with supervisors, proper equipment to do job, equipment that works well, etc.

Some ways for supervisors/organizations to not harness motivation would be: - flexible scheduling, encourage professional growth, competitive pay/benefits, provide an open-door policy, try to have daily chats with your employees,

How to Thwart Negativity:

- Encourage goal setting
- Reinforce or reward desired behavior
- Provide incentive only when people do good work
- Set standards for job performance
- Empower all employees, even the most negative ones.

How to Improve Employee Morale

- 1) **Realize the first step always begins the employer.** To recognize the value of your employees is key. Many business have the attitude that employees are a 'dime a dozen'. If one leaves, another can be found to take their place without much trouble on their part. While this may be true to some extent, the cost of advertising, interviewing and

training the new employee can be prohibitive.

- 2) **Let people know they are appreciated.** Simply stating a few words of thanks or sincere admiration for a job well done will help increase morale among employees
- 3) **Offer incentives.** This gives employees a goal to work towards and can create enthusiasm which is often contagious among employees. Open the lines of communication with employees to find out what kind of things or programs would get them motivated. This will also help them feel like they are an important, contributing factor of the company.
- 4) **Understand that the work environment can greatly affect employee morale.** Brighten up the employee's workspace.
- 5) **Encourage Feedback**
- 6) **Encourage Communication.** Offering an open door policy is always best. Try to see all your employees as much as you can, also.
- 7) **Be loyal to employees**
- 8) **Have fun!** Promote an atmosphere of happiness and satisfaction