

Adair County Employee Newsletter July 2014

Anniversaries:

Darla Collop, Circuit Court, 14 years
Maggie Ferrell, Recorder's Office, 14 years
Gary Krambeck, Sheriff's department, 15 years
Jason Lene, Sheriff's Department, 17 years
Phil McIntosh, Juvenile Justice Center, 17 years
Brian Noe, Coroner, 25 years
Mike Smith, Sheriff's Department, 7 years
Mary Walitshek, Assessor's Office, 6 years
Vera Willis, Collector's Office, 10 years

Happy Birthday!

Dana Buster, Pros. Atty. Office, 7/10
Jason Dromey, Road and Bridge, 7/29
David Goring, Pros. Atty. 7/22
Shawn Keim, Sheriff's Office, 7/13
Franz Kinkhorst, Sheriff's Office, 7/13
Greg Lawrence, Assessor's Office, 7/5
Bobbie Shultz, Circuit Court, 7/14
Jeremiah Treece, Sheriff's Office, 7/27
Charlie Truitt, Sheriff's Office, 7/18

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

Welcome New Employees!

Brittany Huffman, Multi-County/Child Support Enforcement
Kalaeb Wilson, Sheriff's Department

County Events

7/1- Free patient clinic for people with chronic conditions (please call number below for more information); Art in the Park begins
7/2- MS Support Group meets
7/3- Red, White, and Blue Festival begins
7/4- Red, White, and Blue Festival; KV Community Band Performance; Music on the Square
7/5- Red, White, and Blue Festival
7/7- Science Camp begins through 7/11

7/10- Summer Computer Classes "Apple Basics"; Business After Hours; "Honk!" the musical July 10-12
7/11- Music on the Square
7/14- NEMO Fair begins July 14-19
7/18- Downtown Sidewalk sales July 18-19; Music on the Square
7/19- Neighborhood Block Party at PC Mills Park
7/24- Summer Computer Classes "Ancestry.com: Genealogical Database"
7/25- Music on the Square; United Way Golf Tournament
7/26- Movie in the park "Despicable Me 2"
7/28- Performing Arts Camp July 28-31

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.

Employee Motivational Fund



- ❖ ***Congratulations to Vera Willis and Tammy Miller for being the June winners of the \$\$.*** If you'd like to participate, please bring me your \$2, or email me and I'll come get it. Due to my absence from mid-July to early August, we will have our next drawing in August. Please have your \$2 to me by August 28th. We will draw for winners on Friday August 29. I encourage everyone to participate, because the bigger

the monthly pot, the more \$\$ we can give away, and not to mention its fun!!

Human Resource, 101

Working Successfully with High-Maintenance People

This is such an important and popular subject, as there are high maintenance people everywhere, and they are driving their co-workers crazy. Employees simply have to figure out how to work with them effectively. Employees should not:

- 1) Do nothing for too long, because this might cause them to blow up ineffectively
- 2) Do too much too often, because this can fan the flames of high maintenance co-worker's bad behavior

Employees need a real world plan of attack to learn how to deal and work effectively with irritating people. Let's start by identifying the main personality types in the workplace.

I. Personality Types Found in the Workplace

A. The Drivers

- These are the "bottom line", results oriented people.
- They are fast paced in almost everything they do
- You know the saying, "you can't see the forest for the trees?" These people are your forest people. They don't want to see the trees because that's too much information. They want to see the big picture and not be bothered with the details.
- The motto that they live by is "get it done"

B. The Analyzers

- Detailed.... These are the "tree" people, they want to hear all the details.

- Process oriented, and structured
- They want to know and understand every step to the big picture.
- While the Drivers are "get it done" type of folks, the Analyzers are the "get it right" types.

C. The Feelers

- There are more "feelers" out there than any other style.
- They are the people's people, caring, nurturing, the "nice" ones
- These are the "get along" people. They hate to argue, and they hate conflict. They like to be in comfortable situations.
- This type of personality will want to be comfortable with a co-worker, before they will want to work with them.

D. The Entertainers

- This group has never met a stranger. They love big groups, and love to talk to people
- Outgoing and charismatic
- Creative and engaging
- Gets bored easily

II. Examples of High Maintenance Types at Work

A. Chronic Complainers

- Are unhappy, feel helpless and overwhelmed
- Have a high level of perfection

Tips to neutralize: Don't agree or disagree with them (they might feel compelled to repeat their problem); listen and try to get them to focus on solutions instead of the problems.

B. Bullies

- Overcompensates for their low self esteem

- Confrontational
- Feels the need to be in control

Tips to neutralize: Ask a lot of questions, use their name, use clear and concise language (don't be wishy-washy, they will bulldoze you down if you are not clearly assertive), and make your case.

C. Know-It-All

- They think they know 99% of everything and they can't wait to tell you all about it.
- Rarely doubts themselves
- Low tolerance for correction

Tips to neutralize: Be prepared and know your stuff! Acknowledge their ideas in an attempt to find common ground and something to agree on. Soften their defenses a bit by using strategic vocabulary such as "we, may, perhaps, team, etc."

D. Helpless

- Classic victim
- No control of their lives
- Always needing your help

Tips to neutralize: Highlight their strengths, remind them of what's good; Offer to assist them, but don't do it for them

Sometimes, you just have to diplomatically remove yourself from exhausting high-maintenance co-workers. But, how?

- Use a fogging statement, such as "I would really love to talk to you about this right now, but I really have to get back to work. Let's talk about it, later.
- Your verbal message should be matched with a visual message as well, meaning, when you say something like this, physically turn around and walk away. Don't be rude about it...you can do this with a sincere and caring tone of voice, and it will work! Use your people skills to handle it diplomatically.

Confront the High-Maintenance Challenger, Tactfully

- Sounds intimidating, but with proper people skills and preparation, it can be done quite successfully. Giving negative feedback, expecting positive results needs to be followed using these steps:
 - Diagnose the disagreement
 - Timing the feedback. Don't decide to give negative feedback during an argument, when tempers are flaring and emotions are running high. But do try to address the issue within 48 hours.
 - Stay in control of your emotions. When you lose control of your emotions, you lose. Breathe and move from a reaction to a response.
 - After you have confronted the challenging co-worker, let it go, and don't hold a grudge.

Remember, nobody can make you feel inferior without your consent. 😊

Recipes:

Sweet and Spicy Cucumbers



- 1-1/2 lbs cucumber (about 3 medium), peeled, halved lengthwise & thinly sliced
- 2 tsp kosher salt
- 1/2 c rice vinegar, seasoned or regular
- 1/2 c water
- 3 Tbs sugar*
- 1/4 tsp red pepper flakes
- 2 Tbs minced red onion

You can even make this with Splenda and it will still turn out great

Place cucumber slices in a colander sitting over a bowl, sprinkle with salt and toss well. Let sit for 1 hour refrigerated. Toss the cukes a few times while they drain as well. While cucumber slices are draining, prepare marinade below.

Combine vinegar, water, sugar and red pepper in a small saucepan; bring to a boil. Reduce heat, cook until reduced to a 1/3 cup (about 10 minutes). If for some reason you boil for too long, just add a little water until you have 1/3 C. Remove reduction from heat and add onion. Let mixture cool to room temp.

When cucumbers are done resting, pat them dry with a few paper towels and then combine with the vinegar reduction. This can be served immediately, but for best results refrigerate until well chilled.

Apple Pecan Dump Cake, Easy!



Butter Pecan Cake Mix
 2-21oz. cans Apple pie filling
 1 teaspoon cinnamon
 1/2 teaspoon nutmeg
 1/4 teaspoon allspice
 1 1/2 cups chopped pecans
 1 1/2 sticks (3/4 cup) margarine or butter
 -Preheat oven to 350 degrees.

Pour Apple Pie filling into the bottom of a 9x13 pan. In a small bowl, mix cinnamon, nutmeg, and allspice. Then sprinkle the spices on top of the apple pie filling. Pour the Butter Pecan Cake Mix on top of the spices. Cut the butter and place small pieces over the top of the cake mix. Be sure to cover as much of the cake mix as possible. This will soak into the mix and make a yummy topping.

Pour the chopped pecans on the top. Bake in a 350 degrees oven for about 45 minutes to an hour or until the top is a nice golden brown and the sides are bubbling.

Sausage and Rice Stuffed Peppers



6 large red or green bell peppers
 1 lb. of ground sausage
 1 large onion chopped
 2 (10.75 oz.) cans of tomato soup
 2 2/3 c. water
 1 tablespoon chili powder
 1 tablespoon garlic powder
 Salt and pepper to taste
 1 lb. of cheddar cheese shredded
 3 c. uncooked instant rice

1. Slice tops of green peppers and remove seeds and membranes and rinse well. Bring a large pot of water to a boil. Add peppers and cook for 15 minutes, or until tender crisp.
2. Place sausage and onions in a large deep skillet, cook over medium high heat until evenly brown. Reduce heat to medium and stir in tomato soup, water, chili powder, garlic powder, salt and pepper; bring to a low boil. Reduce heat to low, stir in 3/4 of cheese and simmer for 1 hour.
3. Meanwhile, preheat oven to 350 degrees F
4. Prepare instant rice according to package instructions. Fluff with a fork and then stir into tomato mixture. Simmer for 30 minutes.
5. Spoon rice mixture into peppers.
6. Bake in preheated oven for 30 minutes. Sprinkle remaining cheese on peppers and place under broiler until cheese is melted and bubbly.

Baked Garlic Parmesan Chicken



2 tablespoons olive oil

1 clove garlic, minced
1 cup dry bread crumbs
2/3 cup grated Parmesan cheese
1 teaspoon dried basil leaves
1/4 teaspoon ground black pepper
6 skinless, boneless chicken breast halves skinless,
boneless chicken breast halves

1. Preheat oven to 350 degrees F (175 degrees C). Lightly grease a 9x13 inch baking dish.
2. In a bowl, blend the olive oil and garlic. In a separate bowl, mix the bread crumbs, Parmesan cheese, basil, and pepper. Dip each chicken breast in the oil mixture, then in the bread crumb mixture. Arrange the coated chicken breasts in the prepared baking dish, and top with any remaining bread crumb mixture.

3. Bake 30 minutes in the preheated oven, or until chicken is no longer pink and juices run clear.

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

The world's longest traffic jam happened in _____, lasting 11 days and was 60 miles long.

- a) Tokyo, Japan
- b) Rio de Janeiro, Brazil

- c) Beijing, China
- d) Delhi, India

Trivia Challenge #2

_____ has the same effect on teeth that meth does.

- a) pineapple
- b) whiskey
- c) soy sauce
- d) diet soda

Trivia Challenge #3

_____ was once Time Magazine's Man of the Year.

- a) Adolf Hitler
- b) Ayatollah Khomeini
- c) Joseph Stalin
- d) Vladimir Putin

Trivia Challenge #4

_____ was named an honorary Harlem globetrotter.

- a) Walt Disney
- b) Pope John Paul II
- c) Nelson Mandela
- d) Bill Cosby

Trivia Challenge #5

A Saudi Arabian woman can get a divorce, if her husband does not provide _____.

- a) Meat for every meal
- b) children
- c) coffee
- d) an adequate income

Trivia Answer #1: c

Trivia Answer #2: d

Trivia Answer #3: a

Trivia Answer #4: b

Trivia Answer #5: c

Fun Facts:

You should delete your browser cookies before purchasing airline tickets because ticket fares go up if you've visited a site multiple times.

Every night after closing, Disneyland releases 200 cats in the park to keep the rodent population under control.

It's illegal to own a pet hamster in Hawaii

There are more U.S. politicians, than there are pandas around the world.

Studies have proved that slow music makes people shop leisurely and spend more. While classical music encourages more expensive purchases.

Teachers tend to expect more from attractive children to perform well, leading to more attention, less punishment, and better grades.

Wine is sold in tinted bottles because it spoils when exposed to light.

Infants spend more time dreaming than adults do

Surgeons who listen to music while they work are more relaxed and are better at their jobs.

Most lipstick contains fish scales!

Over 2500 left handed people a year are killed from using products made for right handed people

A mole can dig a tunnel 300 feet long in just one night

Helpful Hints:

1. To restore finished wood furniture, steep two tea bags in hot water for 10 minutes. Let cool, then dampen a clean soft cloth with tea and wipe over wood furniture. It will bring out the woods natural color and shine.

2. Use kitty litter mixed with baking soda in a pan to neutralize musty or bad odors.

3. If the tip of your shoe lace becomes frayed snip off the frayed end. Then paint or dip the end of the shoe lace into clear nail polish and let it dry. Good as new.

4. If your new shoes are too tight put the nozzle of your blow dryer into shoe and turn on low. When shoe gets warm, stuff with paper or socks to stretch it.

5. Spray wd40 on a cloth and wipe over leather shoes or leather boots, then buff with a soft clean cloth to shine and make them waterproof.

6. To make nail polish stay on nails longer first coat fingernails with white vinegar using a cotton ball. Let dry then apply nail polish. To quickly dry nail polish dip fingers into a bowl of cold water. Then shake excess water from hands and allow hands to air dry.

7. Shaving your legs with hair conditioner instead of soap makes them soft and smooth. Just apply, shave, and rinse.

8. A little olive oil and enough sugar to make a paste make a nice facial scrub. Gently massage onto face avoiding eye area then rinse with warm water. This can also be used on hands.

9. Witch Hazel is a great facial cleanser and toner.

10. Baby shampoo is not only gentle for babies hair, but can also be used by adults for soft shiny hair.

11. To clean oil based paint off of your hands, use vegetable oil. Then wash hands with warm soapy water.

12. Before storing clothes that have been dry cleaned, remove them from the plastic bag, as the bag may cause clothes to yellow.

13. If you have weeds growing in the cracks of your patio, deck, or driveway. Kill them by spraying them with a solution of 1/4 cup of salt added to 1 gallon of water.

