

Adair County Employee Newsletter June 2014

Anniversaries:

Zach Corder, Sheriff's Dept. 1 year
Shawn Keim, Sheriff's Dept., 1 year
Beth Platz, Human Resources, 3 years

Happy Birthday!

Monika Williams, Sheriff's Dept. 6/1
Dave Hurt, Sheriff's Dept. 6/2
Pam Tarr, Assessor's Office, 6/9
Celesta Boltz, Mapper, 6/10
Doug Hill, Road and Bridge, 6/10
Mary McGoldrick, Sheriff's Dept. 6/14
Kirby Bailey, Road and Bridge, 6/16
Michael Smith, Sheriff's Dept. 6/16
Linda Decker, Circuit Clerk, 6/16
Christopher Stivers, Sheriff's Dept. 6/21
Chris Pavlack, Sheriff Dept., 6/25
Jeff Waddle, Road and Bridge, 6/29

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

Welcome New Employees!

Bill Hudson, Assistant Pros. Attorney, Child Support Enforcement Attorney
Brooke Salter, Assessor's office
Vicky Williams, County Clerk's office

County Events

6/1- Kirksville Arts Center's "A Tea to Remember"
6/6- Kirksville Chamber's Art Walk; Music on the Square
6/7- Lifeline Pregnancy Help Clinic's "Walk for Life"
6/13- Kirksville Arts Association's Appreciation Dinner; Music on the Square
6/19- Museum of Osteopathic Medicine Annual Tea; Chamber's "Business after Hours"
6/20- Music on the Square
6/27- Music on the Square

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 2014 Missouri Sheriff's Association named Latara Lusher, Corrections Officer of the Year. Above, she is being congratulated by Sheriff Hardwick.

She was presented with this prestigious award during ceremonies held in Jefferson City on Wednesday May 7th. In addition to this latest award, Latara has also received two letters of commendation during her tenure with the Sheriff's Office.

Latara has been with the Sheriff's Office for over five years.

She is currently attending the Missouri Sheriff's Association Academy, and upon her graduation she is scheduled to attend further training that will certify her to assume the additional responsibility of administering "DARE" classes at schools around Adair County.

Congratulations, Latara!!!



Also being recognized is employee Janet Cooper, Corrections Officer for the Sheriff's Department, who is shown above, accepting her Certificate of Commendation from Sheriff Hardwick.

On 05-30-2014, Corrections Officer Janet Cooper was recognized for assisting a citizen that had been involved in a life-threatening accident on U.S. Hwy 63 & State Hwy 6 on May 16th. CO Cooper, one of the first on scene, approached one of the vehicles involved and observed a man who was entrapped and unconscious. CO Cooper noted that the man was having difficulty breathing and began to apply C-Spine support, attempting to keep the man's airway open. CO Cooper addressed these tasks while she was exposed to danger from on-coming traffic moving through an unprotected accident scene. She did not leave the victim until EMS arrived and assumed responsibility. CO Cooper is commended for her selfless act of kindness!!! Thank you Janet!!

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 Angie Platz and Gayla Sandstrom for being the May winners of the \$\$.** 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, June 26. We will draw for winners on Friday June 27. 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!!

Human Resource, 101

Dealing with Gossip and Grapevines in the Workplace

None of us are innocent of workplace gossip, at least to some extent. Some are worse than others, but still, we all do it because it's just too easy to do, and most of the time, we don't catch ourselves doing it, because gossip is a trap for everyone, but especially at the workplace; and it's not fun if it catches you.

Office Gossip: The Good, the Bad, and the Ugly

- The truth is, gossip and rumors hurt and nobody wants to be the subject of it. All gossiping does is stir up trouble and grief for others, and bring morale and productivity down.
- Gossip can hurt the employees who pass it on, also. You can lose your job at some places, hurt your workplace relationships with co-workers and likely hurt your career advancement. It's unprofessional

and sheds a bad light on those spreading it.

- Gossip can also hurt the other co-workers in the office who are not even directly involved. When there is whispering going on among co-workers, (whether it's gossip or not) and others are in the office working... that has a direct impact on those employees who are at their desk, and not part of the conversation, whether they admit it or not. They may feel left out of the apparently "secret" conversation, or even feel the whispering is about them. Bottom line is, morale and productivity will suffer somewhat, along with that co-worker's feelings. It is never a good practice to approach another co-worker and start whispering in front of other co-workers, even if it's innocent chatter. It creates hostility, even if you don't mean for it too.
- It's a supervisor's responsibility to promote positive behavior in their office among their employees. They should stop gossip and whispering among co-workers as soon as it's noticed. If you can't say it out loud in the office, then it's probably something you shouldn't be saying at work, and is a topic better left off workplace grounds.

It's important to remember that if a co-worker is gossiping to you about another co-worker, you can almost always be sure they have gossiped about you to your co-workers also. Sometimes, your workplace "friend" isn't your friend, and most of us find that out the hard way, and you can expect that no matter where you work. In other words...be careful that what you say doesn't come back to bite you later. The best practice is to ignore gossip and talking about your co-workers altogether.

Why do people have to gossip and fan the rumor mill anyway?

- 1) Manipulate co-workers for the gossiper's benefit and to shed bad light on another person
- 2) Boredom (it's true...idle time=devil's work)
- 3) Vent frustration with work/co-worker/supervisor.

Are there any good ways gossip or the office grapevine can be used?

Believe it or not.....YES.

The Workplace Grapevine is great for:

- 1) Hearing about a new job opportunity at the workplace/new department being formed
- 2) Fill in the gaps of formal workplace information
- 3) An astute manager will use the rumor mill to keep on top of what their employees care about and are worrying about. A good manager should also quell the bad rumors as soon as they get wind of them.
- 4) If office grapevine is used effectively and for the good of others, it's a great way to bond with co-workers and build positive relationships.

Use the Grapevine to Your Advantage

- 1) Notice the great things your co-workers are doing, and tell others about it. People love to be acknowledged and appreciated. The workplace grapevine is a great way to build up and support your co-workers.
- 2) Use the grapevine to show your workplace strengths, without blowing your own horn. Be helpful, be approachable, be friendly, just be a "go to" person with a smile. Build yourself a positive reputation among your co-workers and they will take care of the rest, via the workplace and social grapevine.
- 3) Use the workplace grapevine to get ahead at the job. The rumor mill is a great way to learn about a job opening/promotion opportunity, etc., giving you time to polish your resume

Recipes:

Delicious Fruit Salad



- 1 (29 ounce) can peach slices, undrained
- 1 (20 ounce) can pineapple chunks, undrained
- 1 (3 1/8 ounce) box dry vanilla instant pudding mix
- 1 lb strawberry, stemmed and quartered
- 1 banana, sliced
- 1/2 pint blueberries
- 1 bunch grapes (I use the green ones)
- 1 -2 tablespoon sugar (optional)

Directions:

In a large bowl, combine peaches, pineapples, and vanilla pudding mix.

This includes the juices from the cans.

Mix well until pudding is dissolved.

Stir in strawberries, banana, blueberries, grapes, and sugar if desired. Chill.

(I have made this and it's very good!)

Marinated Tomatoes



Ingredients

- 3 Tablespoons Fresh Parsley, Chopped
- 2 Tablespoons Fresh Basil, Chopped
- 1 Tablespoon Granulated Sugar
- 1-1/2 teaspoon Garlic Salt
- 1-1/2 teaspoon Seasoned Salt
- 3/4 teaspoons Dried Thyme
- 1/2 teaspoons Ground Black Pepper
- 3/4 cups Canola Oil
- 1/2 cups Red Wine Vinegar
- 3 whole Scallions, Sliced
- 6 whole Tomatoes, Cut Into Wedges

Preparation:

Whisk together all the ingredients except the tomato wedges. Add the tomatoes and toss to coat. Allow to marinate at room temperature for a couple of hours, stirring every now and then. Enjoy!

Easy Shepherd's Pie



- 1 lb ground beef
- 2 cups hot mashed potatoes
- 4 ounces cream cheese, cubed
- 1 cup shredded cheddar cheese, divided
- 2 garlic cloves, minced
- 4 cups frozen mixed vegetables, thawed
- 1 cup beef gravy

Preheat oven to 375°F Brown meat in skillet and drain.

Mix potatoes, cream cheese, 1/2 cup of the shredded cheese and the garlic until well blended.

Stir vegetables and gravy into meat.

Spoon into 9-inch square baking dish.

Cover with potato mixture. Don't worry about it being perfectly even, the more rustic it looks, the better.

Sprinkle with remain 1/2 cup shredded cheese. Bake for 20 minutes or until heated through.

Easy Rhubarb Crisp



- 4 cups rhubarb, cut into 3/4 " pieces
- 1 cup sugar
- 1/4 cup flour
- 1/2 teaspoon cinnamon
- 1 cup flour
- 1 cup brown sugar
- 1/2 cup rolled oats
- 1/2 cup melted butter

Combine rhubarb, sugar, flour and cinnamon and put into 8" x 8" x 2" glass baking dish.

Combine flour, brown sugar, rolled oats and melted butter and sprinkle streusel over rhubarb mixture.

Bake at 375 for 35 minutes.

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.

Think About It.....

I thought it might be interesting to break down how much our benefits are REALLY worth with the county. They are worth more than you might think. For instance: the county pays the following (closely estimated) expenses on each employee on average:

- 14 paid holidays annually
- Paid sick leave
- Paid vacation days
- Social Security (at 7.65%)
- Medicare (at 1.45%)
- Unemployment insurance (at 1.17%)
- Worker's Compensation Insurance (at 3.74% average for county)
- 100% LAGERS retirement (at 12.80%)
- 50% CERF retirement (at 2%)
- Health insurance (\$652.01 per employee a month)
- Life insurance (\$6.76 per employee a month)
- Compensatory time (if any)

Using these numbers, an employee who makes \$12.30 an hour (or annual salary of \$25,584) at 40 hours a week, can calculate what their hourly wage really is if we include benefits. Here's how:

- Annual salary of \$25,584 * Social Security tax at 7.65% = \$1957.18
- Annual salary of \$25,584 * Medicare tax at 1.45% = \$370.97
- Annual salary of \$25,584 * Unemployment insurance tax at 1.17% = \$299.33
- Annual salary of \$25,584 * Worker's Comp. Insurance at 3.74% = \$956.84
- LAGERS retirement at 12.8% (*annual salary of \$25,584) = \$3274.75
- CERF retirement * annual salary example * 2% = \$511.68
- Health insurance for 12 months on employee at \$652.01 a month = \$7824.12
- Life insurance for employee at \$6.75 a month = \$81

All of these figures are county paid per employee. To finish the calculation you would need to take:

Annual salary plus all of these figures together:
 $\$25,584 + \$1957.18 + \$370.97 + \$299.33 + \$956.84 + \$3274.75 + \$511.68 + \$7824.12 + \$81 = \$40,859.87$

As an example, we will figure the ACTUAL wage of an employee who makes \$12.30 an hour, and has accrued vacation hours of 70 hours.

We would take hourly wage of \$12.30 * accrued vacation of 70 hours, which = \$861 (we want to figure in the accrued vacation because that is something we would pay out to employee upon separation from the county, as is comp. time. However, in this example, employee has no accrued comp. time). Now we'll add the \$861 (accrued vacation time) + \$40,859.87 (from above figures), = annual salary with benefits at **\$41,721 annually or hourly wage of \$20.06.**

**This figure will vary of course, depending on your own annual salary, hours worked in a week, accrued vacation time, accrued comp. time, and if you're using county health insurance. **

At any rate, the benefit information is important to realize. Adair County has **3 retirements** to offer a full time employee. LAGERS, CERF PENSION, and CERF SAVINGS.....and LAGERS is completely county paid. There is no cost to the employee. And, if you're not participating in the CERF Savings Plan, you are really missing out on a great benefit. I encourage you to come talk to me about what this retirement plan can do for you!

I understand the frustration some of you have with your pay at times, but please take into account the extras that we have, that many people do not. When you add the benefits and salary all together, our compensation is worth more than we give it credit for.

Trivia Challenge #1

In Holland's Embassy at Moscow, two Siamese cats kept meowing and clawing at the walls of the building. Their owners finally investigated. Thinking they would find mice behind the walls, they actually found what?

- a) 4 dead bodies
- b) 1 ton of cocaine and cash
- c) A bomb
- d) Microphone put in place by Russian spies

Trivia Challenge #2

In _____, you are forced to choose between 28 government approved haircuts.

- a) North Korea
- b) Cuba
- c) Russia
- d) Iran

Trivia Challenge #3

After 6 p.m. in France, it's illegal to do what?

- a) Become intoxicated
- b) Use Social Media
- c) Check work email
- d) Workout at the gym

Trivia Challenge #4

_____ will allow any student from anywhere in the world to attend one of their public universities for free.

- a) Finland
- b) Poland
- c) Norway
- d) Denmark

Trivia Challenge #5

_____ has no Wal-Marts!

- a) Chicago, IL
- b) New York City, NY
- c) Hollywood, CA
- d) Miami, FL

Trivia Answer #1: d

Trivia Answer #2: a

Trivia Answer#3 c

Trivia Answer#4: c

Trivia Answer #5: b

Fun Facts:

There's a pizza company in Alaska called "Airport Pizza" that delivers by plane. Delivery is always free and pizzas cost \$30 each any time of year.

A hard-boiled egg will spin, but a soft-boiled or uncooked egg will not.

According to Amazon, the most highlighted Kindle books are the Bible, the Steve Jobs biography, and The Hunger Games.

Mel Gibson has personally earned almost \$400,000,000 from his movie "The Passion of the Christ".

The New York City Police Department has a \$3.3 billion annual budget, larger than all but 19 of the world's armies.

France was still executing people with a guillotine when the first Star Wars film came out.

The last time the Chicago Cubs won the baseball World Series, the Ottoman Empire still existed.

It rains diamonds on Saturn and Jupiter.

Bullet proof vests, fire escapes, windshield wipers and laser printers were all invented by women.

Helpful Hints:

Hydrogen peroxide magic. Use Hydrogen peroxide to:

- 1) Clean cookie sheets and armpit stains
- 2) Whiten clothes
- 3) Heal up infections quickly
- 4) Mouthwash/tooth care
- 5) Tooth whitening
- 6) Disinfecting contact lenses
- 7) Use in the dishwasher as a sanitizer

Remove rust spots from silverware by soaking them in 100% lemon juice

Use Chalk to rid your clothes of greasy stains

To clean a cast iron skillet, toss about 1/2 cup coarse salt into the pan and rub with a soft sponge. The salt removes excess oils and takes off the bits of food without messing with the seasoning of the pan.

Soak old paintbrushes in vinegar for 30 minutes. Good as new!

Have a water stain/ring on wood furniture? Use a hair dryer on set on "high heat", hold closely to area you want to treat. It will start to fade. Once faded, rub a little olive oil where the spot was.

Rubbing a walnut over scratches in your furniture will disguise dings and scrapes.