

Employee Newsletter April 2016



Anniversaries:

Pam Ashford, Assessor's Office, 4 years
Rob Atkinson, Sheriff's Office, 3 years
Lonnie Harris, Road and Bridge, 25 years
Barb Johnson, Records Office, 9 years
Franz Kinkhorst, Sheriff's Office, 7 years
Charles Lowery, Sheriff's Office, 7 years
Cabe March, Sheriff's Office, 7 years
Joshua Owen, Sheriff's Office, 1 year
Rick Schmidt, Sheriff's Office, 7 years
Randy Snyder, Road and Bridge, 36 years
Dale Standfuss, Building and Grounds, 7 years



Happy Birthday!

Melvin Bradshaw, 4/4

Gail Claybrook, Road and Bridge, 4/2
Rick Schmidt, Sheriff's Office, 4/30
Sherry Treasure, Clerk's Office, 4/11

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

Welcome New Employees!

Joe Antal, Sheriff's Department
George Kramer, Child Support Division
Ron Collinge, Sheriff's Department

County News

The NEMO Job Fair is April 21 at the Fairgrounds. Elected Officials: If you'd like me to take applications for you, please let me know.

County Events

- 4/2- Annual ATSU 5K and 10K run
Spring Craft Show
Annual El Kadir Wild Turkey Day Youth Calling Contest
Gold Medal Concert and University Orchestra
- 4/6- Small Business Symposium
- 4/8- Chariton Valley Association Fundraiser
- 4/9- Truman Chamber Orchestra Presents Vivaldi's "Four Seasons"
- 4/13- State of the County address
Murder Ballad theatre production
- 4/15- Daddy/Daughter Dance

- 4/16- Tri-Fahl Women's Triathlon
- 4/20- Jazz Combo Concert
- 4/21- NEMO Job Fair
Wind Symphony and Concert Band Concert
- 4/23- Battle of the Bands-Hurdland Park
Adair County Food Pantry
- 4/30-CAPNEMO 5K Run to End Poverty

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.

Recipes:

Great American Goulash



- 1/2 lb. macaroni
- 1 1/2 lbs. ground beef
- 1 large onion, diced
- garlic salt, pepper, chili powder, & hot sauce to taste
- 2 (14.5 oz.) cans whole stewed tomatoes, undrained
- 2 tablespoons ketchup
- Tomato juice as needed

Cook the macaroni to al dente according to package directions. While it's cooking, brown the ground beef and onion together in an extra-large skillet or in a dutch oven. Drain and season

with spices to taste. In a large bowl, mash tomatoes with potato masher and add to beef along with the ketchup. Drain macaroni and add to the beef mixture, stirring well. Taste and add additional seasoning as needed. I didn't need to add any tomato juice to mine, but if you like yours very juicy you can add as much tomato juice as you like. Phyllis adds it to her leftovers, which I would also recommend, because the noodles tend to soak up all the juice with time.

No Fail, Delicious Cinnamon Rolls



- 1/2 cup warm water
- 2 tablespoons active dry yeast
- 2 tablespoons sugar
- 1 (3.4 ounce) package instant vanilla pudding (and milk called for to prepare it)
- 1/2 cup butter, melted
- 2 eggs
- 1 teaspoon salt
- 6 cups flour (plus more as needed)

Filling:

1 cup butter, softened to room temperature
2 cups brown sugar
2 tablespoons ground cinnamon

Frosting:

8 ounces cream cheese
½ cup butter, softened to room temperature
1 teaspoon vanilla
3 cups confectioner's sugar
2-3 tablespoons milk

Instructions

In a small bowl combine water, yeast and sugar. Stir until dissolved. Set aside.

In large bowl, make pudding mix according to package directions. Add butter, eggs and salt to the pudding mixture and mix well.

Add the yeast mixture and mix together. Gradually add flour; knead until smooth. Add additional flour until dough is soft but not sticky (I added 7 cups total).

Place in a greased bowl. Cover and let rise until doubled.

Roll dough onto a floured surface about 34 X 21 inches in size. Take 1 cup soft butter and spread over surface. In bowl, mix the brown sugar and cinnamon. Sprinkle over the top. Roll up very tightly starting with the long end. With knife put a notch every 1½ inches. Cut with thread or serrated knife. Place on lightly greased cookie sheet 1 inch apart. Cover and let rise until double again. *If making ahead of time cover and refrigerate instead of letting rise. When ready to bake remove from the fridge and allow rolls to rise.

Bake at 350 degrees for 15-20 minutes. Remove when they start to turn golden brown. Do not overbake! Frost rolls after rolls

have cooled just a couple of minutes (directions below). You still want to frost them while they're warm just not super hot! Makes about 24 very large rolls.

Frosting: Mix together cream cheese, butter, vanilla extract, confectioners' sugar and 2 tablespoons milk. Add more milk as needed.

Mexican Pizza



INGREDIENTS

1 (16 oz) can low-fat refried beans (you may not need the entire can)
2 cups shredded rotisserie chicken or 2 cups of cooked taco seasoned beef
½ cup salsa
vegetable oil, or cooking spray
8 flour tortillas, fajita or taco size
1 (10 oz) can red enchilada sauce (you will only need about half a can)
8 ounces shredded Mexican blend cheese
2 green onions, thinly sliced
2 Roma tomatoes, diced

INSTRUCTIONS

Preheat oven to 350°F.

Warm up beans in a small bowl in the microwave. Combine meat and salsa in another bowl and warm it up in the microwave.

To toast the tortillas, either heat oil in a skillet and fry both sides of the tortilla, or spray both sides of tortilla with cooking spray and heat on skillet (my preferred method).

Lay four of the toasted tortillas on a large baking sheet. Spread with about 2 tablespoons of refried beans on each tortilla. Top with the salsa/meat mixture, evenly dividing it among the four tortillas. Top with another toasted tortilla.

Spread a thin layer of enchilada sauce on the top of each tortilla. Sprinkle with shredded cheese, evenly dividing it among the four pizzas. Bake in preheated oven for 5-7 minutes, or until the cheese is melted.

Cut into triangles and serve immediately.

Missouri Association of Counties Online Classes

New classes are available April 1 on the LocalGovU site. If you're not registered for LocalGovU online training 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, its 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!

<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.

Human Resources, 101

Active Shooter in the Workplace

I had active shooter training at my last SHRM meeting in Hannibal. It was interesting, and when I was trying to figure out what I would use for HR 101 in the newsletter, I thought this would be a good topic to go over because...you just never know what could happen and where. Where we work is highly public, and an active shooter can walk through our doors just as easy as any other organization's door. With that being said, the realities of workplace violence are sobering. Despite the prevalence of an "It can't happen to me," or "That can't happen here" attitude, the truth is that workplace violence can happen anywhere and can be devastating for the employees and staff.

Why Should Businesses/Organizations Prepare?

Statistics on workplace violence in the US:

- 2nd leading cause of on-the-job fatalities, behind automobile accidents.
- Leading cause of death in the workplace for women.
- 2 million American workers report being a victim of workplace violence every year.

- Businesses are the most common location of active shooter attacks.

The FBI reports that 45.6% of active shooter incidents occur at commercial areas with and without pedestrian traffic. Costs the American workforce \$36 Billion annually.

Examples of workplace violence in 2014:

September 26, 2014: Stabbing and beheading at Vaughan's Food

September 23, 2014: Murder-suicide at Birmingham UPS facility

September 9, 2014: Jackson County Courthouse Shooting

July 24, 2014: Shooting at Pennsylvania Hospital

January 25, 2014: Shooting at Columbia Mall

Goal of this HR 101:

- Recognize possible indicators of workplace violence.
- Learn actions to take to protect him/herself during an active shooter incident.

1. Understand what an active shooter is.

- An active shooter is an individual who is actively engaged in killing or attempting to kill people in a confined space or other populated area. The individual could be:
 - An employee
 - Former employee
 - Employee's family member

—Customer

—Vendor

—Someone with no known connection to the company or its employees.

- Shooters go on deadly rampages for a variety of reasons:

—Robbery

—Retaliation for some real or perceived grievance (being fired, unjustly treated, etc.)

—Mental illness

—Frustration or irritation.

- Recognizing indicators of a potential for violence might help prevent a shooting at work:

—Increased use of alcohol and/or illegal drugs

—Unexplained increase in absenteeism

—Noticeable decrease in attention to appearance and hygiene

—Depression/withdrawal

—Resistance and overreaction to changes in policy and procedures

—Repeated violation of company policies

—Explosive outbursts of anger or rage without provocation

—Suicidal comments

—Behavior or language that is indicative of paranoia (“everyone is against me”)

—Increase in unsolicited comments about weapons and violent crime.

2. Recognize typical aspects of active shooter incidents.

- Active shooter incidents are on the rise.
- Most incidents included in a recent FBI study took place in a commercial environment (45.6 percent).
- Active shooter incidents tend to be unpredictable and evolve quickly.

- Such incidents generally are short in duration—often ending before law enforcement arrives.

- As a result, employees must be prepared to deal with the situation.

3. Know the three actions to take—in preferred order—in response to an active shooter.

- Evacuate. If there is an accessible escape path, attempt to evacuate.
- Hide Out. If you cannot evacuate, hide where the shooter is not likely to find you—ideally, a place that can be locked and that has no window in the door.
- Take Action. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter.

4. Understand what you can do to help law enforcement.

- Follow law enforcement’s instructions carefully.
- Otherwise, you might be mistaken for a suspect.
- Provide as many details as possible about the shooter and what you saw.

5. Know what to do after an incident occurs.

- Get medical attention for any injuries.
- Avoid talking to the news media unless you have been designated as a company spokesperson.
- Seek assistance from a mental health professional to address any psychological effects.
- Complete any specific job responsibilities you might have in response to an active shooter incident.

RUN. HIDE. FIGHT. Surviving an Active Shooter Event VIDEO. Watch here: <https://www.youtube.com/watch?v=5VcSwejU2D0>

CERF Contact Names and phone numbers: 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.

LAGERS contact name and phone number:

Jeff Pabst, CRC

Missouri Local Government Employees Retirement System
1-800-447-4334 Ext. 6388 OR

Diane E. Towne, CRC

Missouri Local Government Employees
Retirement System
1-800-447-4334 (Ext. 6364)

Trivia Challenge #1

Which is not a right stated in the **first** amendment of the United States constitution?

- a) Right to Vote
- b) Freedom of the Press
- c) Right to peacefully assemble
- d) Right to Religion

Trivia Challenge #2

A _____ is so coarse, it can lick flesh down to the bone.

- a) lizard’s

- b) deer's
- c) tiger's
- d) cow's

Trivia Challenge #3

Which of the following is a good conductor of electricity?

- a) Sugar
- b) Salt
- c) Baking Soda
- d) Baking Powder

Trivia Challenge #4

The _____ movies were nominated for 800 awards for the entire series and won 450 of them, making the movies the most awarded film series in cinematic history.

- a) Lord of the Rings trilogy
- b) Star Wars
- c) Hunger Games
- d) Karate Kid

Trivia Challenge #5

On both Saturn and Jupiter, it rains _____.

- a) red sponge fungi
- b) periwinkles
- c) gold
- d) diamonds

Trivia Challenge #6

_____ have up to 9 hearts.

- a) whales
- b) seahorses
- c) eels
- d) earthworms

Trivia Challenge #7

In 1945, what was able to live without a head for 18 months? (seriously, google it!)

- a) a turkey
- b) a chicken
- c) a goose
- d) a piglet

Trivia Challenge #8

_____ was the first toy advertised on television.

- a) Tiny Tears Doll
- b) LifeSavers Book
- c) Mr. Potato Head
- d) Animated Jumping Beans

Trivia Answer #1: a
Trivia Answer #2: c
Trivia Answer#3: b
Trivia Answer#4: a
Trivia Answer #5: d

Trivia Answer #6: d
Trivia Answer #7: b
Trivia Answer#8: c

There are 6
hidden words.
Can you find
them?

Boy
tree
hot
waves
fish
nice

