

Adair County Employee Newsletter August 2015

Anniversaries:

John Axsom, Sheriff's Office, 10 years
Celesta Boltz, Assessor's Office, 17 years
Melvin Bradshaw, Assessor's Office, 7
years
David Goring, Pros. Attorney's Office, 4
years
Sonja Harden, Collector, 6 years
Mary McGoldrick, Sheriff's Office, 2 years
Betty Powell, Clerk's Office, 4 years
Diana Thomas, Road and Bridge, 1 year
Kalaeb Wilson, Sheriff's Office

Happy Birthday!

Kim Kriegel, Building and Grounds, 8/3
Bobby McCarty, Road and Bridge, 8/19
Joe Nicol, Building and Grounds, 8/30
Josh Owen, Sheriff's Office, 8/2
Anita Slaughter, Assessor's Office, 8/23
Dale Standfuss, Building and Grounds, 8/10
Mary Walitshek, Assessor's Office, 8/30
Matt Wilson, Pros. Attorney, 8/7



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

Welcome New Employees!

No new employees last month

County Events

8/3- Basic Computer Skills class at Career
Center
8/6- Resume Prep Class at Career Center
8/7- MO Tax Free Weekend begins;
Annual Chamber of Commerce Golf
Tournament; MO North Star BBQ Champ;
Summer on the Square
8/8- Battle of Kirksville Civil War Re-
Enactment
8/9- Coal Miner's Museum/Novinger Log
Homestead
8/14- Summer on Square
8/15- Movie in the Park "Toy Story";
Gospel concert "The Lesters";
8/22- Salt River Ride
8/28- Summer on the Square

**Throughout August, the Career Center is
hosting resume writing classes, Talify
testing, and Work Ready Initiatives for
applicants. Call 785-2400 for more
information.**

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.

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.

Recipes:

Beef and Noodles



Stew Meat

3 cans (10 1/2 ounces) Campbell's® Golden Cream of Mushroom Soup
1 can of Campbell's French Onion Soup
1 3/4 cups Swanson® Beef Broth or Swanson® Beef Stock
4 ounces (1/3 of a 12-ounce package) uncooked egg noodles

Place in crockpot the stew meat, soups, and broth. Season with salt and pepper. Cook until stew meat is done. Cook noodles on stove separately. Cooking them with the other ingredients in the crockpot will make them mushy. When noodles are done, add crockpot mixture to noodles and stir. Enjoy!

Cheesy Garlic Steak Tacos



1 tablespoon olive oil
2 large red bell peppers or orange or yellow bell peppers, cut into 2-inch-long strips (about 4 cups)

1 large onion, thinly sliced (about 1 cup)
2 cloves garlic, minced
1 1/2 pounds beef skirt steaks/ stew meat or boneless beef sirloin steak, 3/4-inch thick, cut into very thin strips
1 can (10 3/4 ounces) Campbell's® Condensed Cheddar Cheese Soup
1 tablespoon lime juice
6 flour tortillas (8-inch), warmed
1 jar (16 ounces) Pace® Chunky Salsa
1/2 cup shredded Cheddar cheese
1/2 cup sour cream
1/2 cup shredded lettuce

Heat the oil in a deep 12-inch skillet over medium-high heat. Add the peppers and onion and cook until the vegetables are tender, stirring occasionally. Add the garlic and cook and stir for 30 seconds.

Remove the vegetable mixture from the skillet.

2 Add the beef and cook until well browned, stirring often. Remove the beef from the skillet.

3 Stir the soup and lime juice in the skillet and heat to a boil. Return the vegetables and beef to the skillet and cook until the mixture is hot and bubbling.

4 Spoon about 1/4 cup beef mixture down the center of each tortilla. Top with the salsa, Cheddar cheese, sour cream and lettuce, if desired. Wrap the tortillas around the filling.

Want to learn MS Word/Excel/Outlook computer skills? Check out the following website below. Just click on it, or copy and paste into address bar.
<https://support.office.com/en-us/article/Office-training-and-tutorials-b8f02f81-ec85-4493-a39b-4c48e6bc4bfb>

Depending on what year of Outlook you have (either 2007 or 2010), that's the trainings you'll want to click on. Let me know if you need any help or have any questions.

Missouri Association of Counties Online Classes

If you're not registered for LocalGovU online classes, sponsored by MAC, then let me know if you want to be. It's free, it's 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! Classes are going on now this quarter from July 1 to September 30th.

<http://www.localgovu.com/>
Supervisors/Elected Officials, it would be great if you'd encourage participation from your employees for these training classes. This month Workplace and Sexual Harassment training is being offered, and I'd really like all employees to take it. No, it's not mandatory of course, but it's very beneficial for the

employees. Contact me if interested.

Understanding the Differences:

LEADERSHIP vs. MANAGEMENT

Is a good manager or supervisor automatically a good leader? What is the difference between leadership and management?

The main difference between leaders and managers is that leaders have people follow them while managers have people who work for them.

Regarding their supervisors/managers, employees should ask themselves:

**WHEN I TALK TO MANAGERS
I GET THE FEELING THAT
THEY ARE IMPORTANT.**

**WHEN I TALK TO LEADERS
I GET THE FEELING THAT
I AM IMPORTANT.**

Leaders do not have subordinates - at least not when they are leading.

Many organizational leaders do have subordinates, but only because they are also managers. But *when supervisors want to lead, they have to give up formal authoritarian control, because to lead is to have followers, and following is always a voluntary activity.*

Leaders usually have a charismatic, transformational style. Telling people what to do does not inspire them to follow you. You

have to appeal to them. Leaders with a stronger charisma find it easier to attract people to their cause.

Leaders usually have a strong focus on people. They are always good with people, and quiet styles that give credit to others (and takes blame on themselves) are very effective at creating the loyalty that great leaders engender.

BE A
LEADER
NOT A BOSS

Trivia Challenge #1

What is the biggest source of Vitamin D?

- a) eggs
- b) milk
- c) sun
- d) water

Trivia Challenge #2

What was invented first?

- a) tv
- b) internet
- c) cell phone
- d) radio

Trivia Challenge #3

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

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

- d) Right to vote

Trivia Challenge #4

Which baseball team has won the most World Series?

- a) St. Louis Cardinals
- b) New York Yankees
- c) Boston Red Sox
- d) Los Angeles Dodgers

Trivia Challenge #5

Which of these is a sport?

- a) Cricket
- b) Chickenhawking
- c) Waterboarding
- d) Weerie

Trivia Challenge #6

What is plastic made of?

- a) trees
- b) oil
- c) vegetables
- d) ores

Trivia Challenge #7

MIT students have to _____ to graduate.

- a) Pass a swimming test
- b) Participate in a triathlon
- c) win a chess game against their professor
- d) pay \$5000 graduation fee

Trivia Answer #1: c

Trivia Answer #2: d

Trivia Answer#3: d

Trivia Answer#4: b

Trivia Answer #5: a

Trivia Answer #6: b

Trivia Answer #7: a

CERF PENSION PLAN QUIZ:

- 1) When you are ready to retire, you will need to complete a retirement application 30-90 days prior to the date you want your benefits to commence. True or False?
- 2) You are vested in the CERF Pension Plan after 6 years of service. True or False?
- 3) You are eligible to receive a normal monthly retirement benefit at age 60. True or False?
- 4) You are eligible to receive a reduced monthly benefit at age 55. True or False?
- 5) As a vested member, you MUST begin receiving a required minimum distribution of your pension benefit on April 1 of the calendar year following the latter of the year in which you reach age 70 1/2, or the year in which you separate from service. True or False?
- 6) If you are retired and receiving a benefit from CERF, your benefit will be suspended if you are rehired for 1500 hours or more in a calendar year. True or False?
- 7) If you die while actively employed with the county and while a participant in CERF, your beneficiary will receive a \$10,000 death benefit regardless of the length of time you worked for the county. True or False?
- 8) Your beneficiary will not receive a refund of any contributions paid by you if you die before becoming vested. True or False?
- 9) The beneficiaries you name for the \$10,000 death benefit will also be the beneficiary of the refund of contributions should you die non-vested. True or False?
- 10) The \$10,000 Death Benefit is a taxable benefit to your beneficiary. True or False?
- 11) If you are married, have at least 8 years of credible service, and die prior to electing a pension benefit option, your spouse is not eligible for a survivor benefit. True or False? Answers below:
 - 1) True
 - 2) False, after 8 years
 - 3) False, age 62
 - 4) True
 - 5) True
 - 6) False, hired for 1000 hours in a calendar year
 - 7) True
 - 8) False, your beneficiary WILL receive a refund
 - 9) True
 - 10) True
 - 11) False, they are eligible for a 50% survivor benefit