

# Branching Out News

AUGUST 15, 2008

ISSUE 12

Message from the CEO: Melissa Gourley

## Employee of the Month

**July – Marc Stephens** - Marc has worked with us for over a year and has done an amazing job. Marc is an extremely hard worker and is always willing to help out and follow the direction of his supervisor. Marc works with several challenging consumers and always maintains a positive attitude. We are honored to have Marc as a part of the UPREACH family. For being employee of the month Marc will receive an extra vacation day.

*Do you know someone you think should be employee of the month?* Let your supervisor know all the great things your coworkers are doing to improve the lives of the individuals we serve.

**Special Recognition-** We wanted to give a special thanks to all the staff that work at the Beechwood apartments. For the guy's side, we'd like to thank you for all your help with filling in and working so well together as a team. You all support one another and are such team players, we are lucky to have such great employees. For the lady's side, we'd like to thank you for all the stress you've had to endure (you all know what I'm talking about), and being able to work together and get through the difficult moments. Thank you so much for your diligence and dedication. It means a great deal to us. You are all amazing, beautiful people!

## Consumer Vacations (LAST CHANCE)

It's the last chance to sign up for our Disney trip which is coming up at the end of October. If you think the consumer you work with would enjoy attending the Disney trip or if they have an idea of another trip they would enjoy taking, please let Beth or Melissa know ASAP. These trips are a lot of fun and we look forward to many more adventures.

## Employee Appreciation (REMINDER)

We know we often get busy and forget to thank you for all your hard work and dedication. So to show you how much you are all appreciated we are offering free chair massage every Friday from 11:00 am – 2:00 pm. We will offer ten minute sessions, so time is limited. If you are interested, please contact Jackie or Sheryl to reserve a time. And again, thank you for being a part of the UPREACH family. Please make sure you take time to treat yourself.

## How Does Your Attitude Measure Up?

**SUCCESS** - it's a matter of having a positive attitude and applying motivational principles on a



daily basis. **Positive attitudes** make work - and life - more exciting. Good things seem to happen to people with positive attitudes. Plus, it's fun to be around them because they seem to radiate energy and enthusiasm. On the other hand, it's an emotional drain to be around negative people. Most adults spend about 40% of their waking hours at work. Since your attitude goes a long way toward making work a pleasure or pain, it makes sense to do everything you can

to make the experience a pleasant one!

To find out how positive your attitude is, try the following quick questionnaire. Beside each question, write the number for the response that best describes you most of the time. Work quickly and go with your first reaction. (cf., Assign 3 if your response is yes, 2 for Sometimes, and 1 for No.)

***"If you can't  
measure it, you  
can't manage it"***



### **Questions:**

1. Do you try not to be a complainer?
2. Do you respect the opinions of others?
3. Can you be optimistic when others are depressed?
4. Can you adapt to new and unexpected situations readily?
5. Do you have a sense of duty and responsibility?
6. Are you tolerant of other people's beliefs?
7. Do you speak well of your employers/teachers?
8. Do you try not to sulk when things don't go your way?
9. Do you feel well most of the time?
10. Are you the kind of friend you would like others to be?
11. Do you follow directions willingly, and ask questions when necessary?
12. Can you disagree without being disagreeable?
13. Do you organize your work and keep up with it?
14. Do you consider yourself a courteous driver?
15. Do you readily admit it when you have made a mistake?
16. Do you generally speak well of others?
17. Is it easy for you to like most people?
18. Can you accept criticism without resenting it or feeling hurt?
19. Can you stick to a tiresome task without being prodded?
20. Do you generally look at the bright side of things?
21. Do you recognize your weaknesses and try to correct them?

22. Can you work with someone you dislike?
23. Do you avoid feeling sorry for yourself?
24. Do you tend to be enthusiastic about whatever you do?
25. Are you courteous to others?



26. Are you pleasant to others even when you are displeased about something?
27. Are you neat in your personal appearance and work habits?
28. Are you enthusiastic about the interests of others?
29. Are you honest and sincere with others?
30. Do you keep your promises?
31. Are you friendly?
32. Can you take being teased?
33. Do you control your temper?
34. Are you a good listener?
35. Are you normally punctual?

**Scoring:** There are 35 questions so the highest possible total is 105. Add up your score and check the ratings below.

- 95 – 105: Terrific! You really are a positive person.
- 75 – 94: Admirable. Your positive attitude shows through.
- 45 – 74: A little rough in spots.
- Below 45: There's room for improvement, particularly in those areas that you responded with a 1.

People were not born with positive or negative attitudes; they learn them through experiences. That means you can learn new attitudes and discard old ones that are not serving you well.

**Positive beliefs, positive attitudes and positive skills** will help you find satisfaction in every aspect of your life. Your positives will help you:

- Adapt to change
- Find work and keep it
- Build your career
- Balance your lifestyle
- Make the most of learning opportunities
- Create more satisfying relationships



## Thought of the Month

By Beth (Swegheimer) Hunter

### DID YOU KNOW?

Did you know that August is National Inventor's Month? National Inventor's Month was created in 1995 by the United Inventors Association, the Academy of Applied Science and Inventors' Digest magazine, to help promote the positive image of innovative and entrepreneurial inventors and the real contributions they give to this world. According to the U.S. Patent and Trademark office, the number of patents filed in the U.S. increases each year. IBM set the record in 2003 as having the most patents files in a single year: 3,415 U.S. patents.

## THANKS FROM UPREACH

By Beth Swegheimer - Hunter

Wow, it's been 5 years! As one of the founders of UPREACH I am so very proud of this company. Our goal has always been to provide the very best services at all times, and to support our great staff in doing so. We all strive to do this every day. I feel that what makes us different is that the individuals we serve and staff that work with them are what makes UPREACH the company it is. We are honored that they chose us to be a part of their lives. We are honored that staff come to UPREACH, and stay with us. I have always known I wanted to work with people. I never knew what a profound impact it would make in my life or even more the impact of others lives. The simple acts of kindness that we show to others is really what matters. Most days a simple hello or a smile can make that difference in the lives of others, for sure your own! So what I'm getting at is a Big Thank you to all the UPREACH family! You really do make a difference in the lives of so many. Here's too many more years! Love and Peace, Beth

### ON-CALL SUPERVISOR

By TAMMIE BOKOR

WHEN CALLING THE ON-CALL NUMBER, 348-8913, IF IT GOES TO VOICE MAIL YOU WILL GET THE VOICEMAIL OF THE SUPERVISOR ON CALL FOR THAT WEEK. THE ON-CALL SCHEDULE ROTATES SUPERVISORS FOR A 6 WEEKS SCHEDULE. REGARDLESS OF WHOSE VOICEMAIL YOU GET, AS LONG AS YOU ARE CALLING THE CORRECT NUMBER (348-8913), THAT IS THE ON-CALL SUPERVISOR. PLEASE LEAVE A MESSAGE, ALLOWING TIME FOR THEM TO FINISH THE CALL THEY'RE ON, AND THE ON-CALL SUPERVISOR WILL CALL YOU BACK.

News from Human Resource Dept.  
by Susan Sadauskas

## AUGUST ANNIVERSARIES

EMMANUEL ADU-GYAMFI	2 years
CHERYL BUTLER	2 years
JOHN CLIFFORD	1 year
SIERRA COOPER	1 year
ALISA DILLARD	2 years
KYRISHA FRAZIER	4 years
ABDUL JAH	3 years
ALI KOROMA	3 years
KISSI LENAUD	1 year
CHRISTOPHER LONG	4 years
KIM MIXER	1 year
GREG PARKHILL	4 year
JACKIE RINEHART	3 years
LISA STUVER	1 year
CAROL WOODS	1 year

## PLA REQUEST

by Pat Gourley

All requests for vacation, personal or sick days must be submitted on the

**"Request for Leave – Accessing Vacation - Sick and Personal days"** form. If this form does not accompany your time sheet –**You will not be paid for the time you request.**

Both your time sheet and this form must be turned in along with your time sheet. This applies to those staff that use this time in the same week that they worked.

Any time requested in the future always needs to be submitted to Susan in the office.

Susan then will ensure that I get your requested time.

Any question on this policy, please speak to me or Susan.

### Meetings

*STAFF MEETING SCHEDULED FOR  
911BEECHWOOD ROAD,  
SEPTEMBER 15, 2008  
@ 4:30 PM. CONTACT JIM LLOYD IF  
YOU ARE UNABLE TO ATTEND*

STAFF MEETING SCHEDULED FOR  
310 DUNCHURCH  
SEPTEMBER 10, 2008  
@ 5:30 PM. CONTACT BETH  
SWEGHEIMER IF YOU ARE UNABLE  
TO ATTEND

## Nurse Department

by Beth Snider/Rick Tucker

**GERD** - What is it, and how is it treated?

Do you experience heartburn? If so, you're not alone. More than 60 million people in the United States get heartburn at least once a month. For people who have had heartburn a few times a week, it could be a sign of gastro esophageal reflux disease, or GERD. If left untreated, GERD can lead to more serious complications.

Some 7 million Americans suffer from **GERD**. It's aggravated by overeating or lying down soon after eating, being overweight or obese, alcohol, or smoking. Fatty foods can also irritate GERD. The disease also feeds on our very stressful lifestyle. Primary Care Physician Dr. Ben Thomas says, "Because we are hurrying, we eat fast. We don't even know what we eat half the time. The result is a lot of irritation to the poor old stomach that can't digest everything, so it just pours in acid as much as it can ... and of course, that tends to be too much."

**GERD** has no cure, but you can control it by modifying your lifestyle. You can change your diet; stop eating late at night and take medications as prescribed by your physician... Heartburn is the most common symptom of **GERD**, but it's not the only one. Some people have **GERD** without experiencing heartburn at all. Hoarseness in the morning, difficulty swallowing, or the feeling that food is stuck in your throat can all be symptoms of GERD.

## Dates to Remember

### CPR - First Aid

Aug 18, 2008  
9:30am - 5pm

### Lead Meeting

**10:15 am**

Aug 20th

Sept 17th

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## CYCLE FILL DATES

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*Aug 20, 2008*  
*Sept. 17, 2008*

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## NURSING CERTIFICATION CLASSES

Aug. 13, 2008  
Aug. 20, 2008  
ALL CLASSES ARE  
SCHEDULED  
9:30 AM – 4:30 PM

# CONSUMER OF THE MONTH



**DAVID SHAW**

DAVID SHAW IS A VERY SPECIAL PERSON. RECENTLY, DAVID HAD TO BE IN THE HOSPITAL BUT HAS SINCE MOVED INTO HIS OWN APARTMENT AND HAS ADJUSTED VERY WELL. HE ENJOYS BEING BACK TO HIS ROUTINE OF GOING TO COMMUNITY CONNECTIONS EVERYDAY AND SEEING HIS FRIENDS. DAVID LOVES DOGS AND ENJOYS BOWLING, GOING TO THE MOVIES, GOLF, PLAYING DARTS, PLAYING BASKETBALL, AND GOING TO THE COLUMBUS CLIPPERS GAMES.