

## Upreach's Employee Newsletter

# Branching Out News

October 15, 2008

ISSUE 14

Message from the CEO: Melissa Gourley

### Employee of the Month

**September – Nancy Frasure** – Nancy has worked with us for over a year and has done an amazing job. Nancy has made such a strong impact on the lives of the individuals she works with. Nancy's co-workers have expressed how much they appreciate all of her dedication and hard work and enjoy working with her. Nancy always has a smile on her face and a positive attitude. We feel so lucky to have Nancy as a part of the UPREACH family. For being employee of the month Nancy 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.*

### 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.

# **PAYROLL DEPARTMENT**

BY Pat Gourley

**ATTENTION!**

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Upreach, LLC offices will be closed on Thursday, November 27, 2008 for the Thanksgiving Holiday.

Staff that does not have direct deposit will be able to pick up their check between 3:00 pm and 5:00 pm on Wednesday, November 26, 2008.

If you do not pick your check up on that date, your check will be available to be picked up until Monday, December 1, 2008.

If you have direct deposit, your check will be processed as usual.

As usual, all paperwork and timesheets are due in this office on Monday morning.

If you have any questions, please call me at the office

## CONSUMER FINANCES

by Diana Slayton

When turning in weekly paperwork, Please do not rip paperwork out of the binders because I need to put them in the consumer financial book at the office.

When using the consumer's cash flow sheets, please make sure the consumers name is at the top and the entries on the sheet are done neatly and legible.

Thank you for your help

### Volunteers Needed

On December 3, 2008 Upreach will purchase food and serve the homeless and less fortunate at Manna Café.

Manna Café serves around 150 people every Wednesday night. This will be the last time this year that Upreach will have the opportunity to be involved with Manna Café.

For directions and to sign up to volunteer, please call Pat Gourley at the office.

Volunteers are expected to work from 4:30 pm to 8:00 pm  
If you sign up to volunteer, please keep your commitment.

Thanks, Pat

## Nurse Department

by Beth Snider/Rick Tucker

### CYCLE FILL DATES

*Nov. 12, 2008*

*Dec. 10, 2008*

### NURSING CERTIFICATION CLASSES

Nov. 12<sup>th</sup>

Nov. 19<sup>th</sup>

ALL CLASSES ARE  
SCHEDULED  
9:30 AM – 4:30 PM

### Dates to Remember

**CPR - First Aid**

**Nov. 10<sup>th</sup>**

**Nov. 24<sup>th</sup>**

9:30am - 5pm

**Lead Meeting  
10:15 am**

Nov. 12<sup>th</sup>

Dec. 10<sup>th</sup>

News from Human Resource Dept.  
by Susan Sadauskas

## OCTOBER ANNIVERSARIES

ABDOULAYE BARRY	4 years
TAMARA BOKOR	2 years
ROSALEE CARL	2 years
DOROTHY CONLEY	1 year
NICOLE COOPER	2 Years
PATRICIA PETERS	2 Years
Rick Tucker	4 Years

### WHEN CALLING THE ON-CALL SUPERVISOR

Please remember that the On-Call Supervisor is to be utilized for calling off shift after hours and consumer emergencies only (MUI's, incidents, etc).

If you should get the On-Call Supervisor voice mail, please leave a message. Allow at least 15-20 minutes for them to call you back as they maybe dealing with another emergency or employee.

The On-Call Supervisor does not stay awake all night to take calls. Do not call between 12:00 AM (midnight) and 6:00 AM unless it is an absolute emergency.

Do Not call the On-Call Supervisor to ask questions about meetings, art day, parties, etc. This is information you should obtain from your supervisor.

Remember that the On-Call Supervisor is there to assist you in case of an emergency. If it is something that can wait until 6:00 AM, please wait! If you have any questions concerning the On-Call, please call the office.

## REMINDERS FROM THE SCHEDULEING DEPARTMENT by Tammy Bokor

### Vacation/Time Off Requests

As a reminder.....you must provide at least a 2 week notice when asking for 1-2 days off and a 30 day notice when requesting 3 or more days off. The reason for this notice is for Upreach to ensure that there is proper coverage for the consumer's we serve. After you have turned the request in, **you must contact** Susan to ensure that the request has been received.

Occasionally, we cannot grant all requests. If a request is denied, you will be required to work your shift unless you can find your own replacement. **REMEMBER-YOU MUST RECEIVE PERMISSION FROM A SUPERVISOR TO HAVE ANOTHER EMPLOYEE COVER YOUR SHIFT.**

### Address & Phone number Changes

Please remember to contact the HR department when you move or change your phone number. It is important that we have your updated information.

# Thought of the Month

By Beth (Swegheimer) Hunter

## 10 Everyday Dangerous Things in Your Home

Most people are aware of common household dangers such as leaving a candle unattended or leaving electrical outlets uncovered while small children are present. But here are 10 not-so-well-known dangerous things you may find in your home.

### **Mold:**

When left unchecked, mold can quickly spread and cause health problems including allergies and asthma in children. Use an exhaust fan in damp places like showers and kitchens. If your home falls victim to flooding from a broken pipe or inclement weather, wet items like carpet and drywall that will never completely dry should be removed and thrown away.

### **Lead paint:**

Once considered beneficial for its fast drying time and durability, lead paint was banned due to toxic effects which caused organ damage and developmental disorders. When left alone, it isn't fatal but when it starts to peel or is removed by sanding or scraping, harmful lead particles are released. Contact a professional to remove lead paint from your home.

### **Asbestos:**

Commonly used between 1940 and 1970, asbestos was used in buildings for insulation and soundproofing. Much like lead paint, asbestos fibers are relatively harmless unless they are released into the air as a result of crumbling or removal. Asbestos can be found in some older homes and should be checked to be sure it's in good condition. Otherwise it needs to be removed by a certified professional.

### **Magnets:**

Today magnets are found in many different places, from children's toys to jewelry. Magnets are useful, but they also can be dangerous if swallowed. If more than one is swallowed they can attract each other and potentially cause serious damage or death.

### **Household cleaners/air fresheners:**

Remember, everything in moderation. Household cleaners and air fresheners are tested to be safe to use within your home. Unfortunately, if they're overused or used in poorly ventilated areas, the fumes can be dangerous.

problems associated with high concentrations of volatile organic compounds (VOCs) in the glue and dyes used in new carpeting. Although the danger of VOCs has yet to be determined, it is recommended that newly carpeted areas are well ventilated. The level of VOCs will become minimal in just a few days.

### **Window blinds:**

Blinds with long cords are a serious risk in homes with children and animals. Pull cords that raise and lower the blinds often have loops that can get tangled around children and animals, causing a strangulation risk. Blinds today are now made without loops, but for older models look for cord wind-ups at your neighborhood home center.

### **Throw rugs:**

Many throw rugs—like bath mats and rugs in entryways—already have a slip-resistant backing. However, some kitchen and area rugs do not. To avoid slipping and falling, use double-sided carpet tape or nonskid pads to keep rugs in place.

### **Pressed wood products:**

Pressed wood products include paneling, particle board and fiberboard and offer a cheaper alternative to solid wood. The problem with pressed wood products, however, is the glue that holds the pressed wood together. When used in areas with high humidity certain glues can release dangerous levels of formaldehyde into the air, resulting in several side effects, such as hives, watery eyes and flu-like symptoms. If you live in an older home, trailer or prefab home you should consider using a dehumidifier and air conditioner to keep the humidity out of the air.

### **Garage:**

Garages house a variety of things, from your car to old paint, paper, oil and other flammable materials, that could fuel a fire. Other garage hazards are spills from oil or other fluids that may drip from your car and cause you to slip and fall. Keep your garage safe by keeping it organized and free from clutter, as well as washing the floor with soap and water when there's a spill.

If you have concerns about certain products, be sure to conduct further research. Good places to start are the American Association of Poison Control Centers at [www.aapcc.org](http://www.aapcc.org) and the U.S. Consumer Product Safety Commission at [www.cpsc.gov](http://www.cpsc.gov).

# CONSUMER OF THE MONTH



**Anthony Wells** is the consumer of the month — Because of the sweet loving person he is. Tony lives with his mother in their home and is a big help to her, taking care of her the best he can. Recently Tony's mother had to go into a nursing home which has been a big adjustment for him but being the caring person he is, he has been great through the adjustments he's had to make. Tony works at Arc East during the week and likes to be active on the weekend. He likes his staff and going out with them for a variety of activities which includes; playing & watching sports, going to the movies, video arcades, and coming to Upreach's Art Days. He especially likes our Halloween parties.  
**Congratulations Tony – you deserve to be the Consumer of the Month!**