

CFS INSIDER

April 2009

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New News is Good News!! by Elizabeth Thomas

Congratulations to the Newsletter Committee for helping get this newsletter going!! I appreciate all your help, time & information included in these pages.

Our CFS Insider Newsletter can be expected, in your email box, each month & not a moment later...or sooner. :) I welcome any additional information to include as well as pictures & maybe even a crossword puzzle or other favorite word games. Please submit to me by email at thomas@cfsswmi.org or put it in my mailbox up front, in Reception.

I would also like to mention our new employees in case anyone missed those announcements.

Please take the time to say "hi" & introduce yourself if you see a new face.

Angela Parks - Homecare Scheduler

Debra Trapikas - Regulatory & Accreditation Compliance Coordinator

Kimberly McNew - Receptionist

Leslie Shupert - Accounting Specialist

Yadira Torres-Lopez - Safe Shelter's Outreach Coordinator

Nickolas Magee - Safe Shelter's Legal Advocate

Elizabeth Thomas - HR Assistant

Thank you all for joining our team, we're so excited to have you with us!!

Executive Director's Corner by Warren Washington

Welcome to our first Staff Newsletter "CFS Insider" edition. A great big thanks to Karen Lauer, Associate Director, for suggesting the idea and to Elizabeth Thomas and her crew, (Beverly Stewart, Volunteer Coordinator; Julie Langdon, Agency Nurse; Debra Trapikas, Regulatory & Accreditation Compliance Coordinator, Melissa McLellan, Executive Administrative Assistant; Rita Cotterman, West Michigan Guardianship Case Manager) for voluntarily coordinating this effort.

Also, thanks to Erin Noble, West Michigan Guardianship Case Manager and the Staff Growth & Development Committee for the successful Book Swap that was held on March 16. We now have plenty to read!

A special thanks to Rita Cotterman who so diligently coordinated the case file reviews for our Homecare Services that allowed them receive a 3-star rating on their recent annual inspection conducted by the Area Agency on Aging (AAA) Region 3B out of Battle Creek. This is the highest rating that can be bestowed on an agency that has a Home Care contract with AAA.

Way to go to David Ford, Human Resource Manager, who was able to purchase the new TV/Projector in the Administrative Building Conference Room for free also for coordinating the installment of the new Vending Machines. If you are in the area of CFS Administrative Offices and looking for a quick snack, please stop by the new Vending Machines located in the copy room of the Admin building.

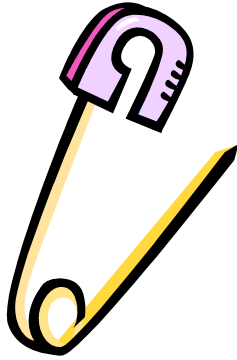
Congratulations to Debra Malich, LPN, Supervisor, at our Benton Harbor Day Services for Seniors who has been elected as President of TRIAD a group that focuses on initiatives within Berrien County that promotes safety and education for seniors.

As you may have read in the newspaper, Safe Shelter has received \$118,560 from the memorial fund of the late Dr. Walter M. Decker, which is much needed as they settle into their new home.

Happy Spring!



From left top to bottom right: Michele, Sherrill, Sue, Zoe, Julie, Angela, & Wanda smile after receiving the highest rating that can be bestowed on an agency.



In the excitement of an emergency you may be frightened or confused about what to do but stay calm, you can help.

Safety First by Rita Cotterman

Recognizing Emergencies

Your senses – hearing, sight and smell – may help you recognize an emergency. Emergencies are often signaled by something unusual that catches your attention.



Unusual Noises – Screams, yells, moans, or calls for help. Breaking glass, crashing metal or screeching tires, changes in machinery or equipment noises, sudden, loud voices.



Unusual Sights - A stalled vehicle, an overturned pot, a spilled medicine container, broken glass, downed electrical wires, smoke or fire.



Unusual Odors - Odors that are stronger than usual, unrecognizable odors.



Unusual Appearances or Behaviors – Difficulty breathing, clutching the chest or throat, slurred, confused, or hesitant speech, unexplainable confusion or drowsiness, sweating for no apparent reason, unusual skin color.



COA stands for Council on Accreditation

What is COA and what is all the hype about? by Debra Trapikas

COA will soon be here to do a site visit for our reaccreditation. Many of you do not know what this is about, or why there is so much buzz about this: COA stands for Council on Accreditation. It is an international, independent, not-for-profit, child- and family-service and behavioral healthcare accrediting organization which was founded in 1977 by the Child Welfare League of America and Family Service America. COA views accreditation as a strategy for an organization to achieve its mission and measure and validate its achievements. It is important for us as an organization to be a member of COA. It tells like organizations and agencies in our field that we meet national best practice standards for management and service delivery. Our accreditation with COA is also directly linked to many of our funding sources. No accreditation – no money – no jobs. It's not hype. It's a fact. Hope that helps to give everyone a clear indication of what COA is all about and why there is so much concern about it.

Helpful HR Info by HR

Dates for Mandatory Agency TB testing in April:

Testing: Monday, April 13 & Monday April 27
 Test will be read on: Wednesday, April 15 & Wednesday, April 29

Julie Langdon, RN will be available to teach OSHA on April 14, 2009 at:

9:00 am	2:00 pm	6:00 pm
10:00 am	3:00 pm	7:00 pm
11:00 am	4:00 pm	

There will be OSHA manuals and quizzes available for pick-up before class at the front reception desk. The quizzes need to be completed prior to coming to class.

Turn in all training certificates to Human Resources. This includes any training completed outside the Agency. This documentation can then be put in your employee file.

Vital Signs by Julie Langdon, RN – Agency Nurse

Your Daughter falls out of her chair during a study hall and starts to turn blue. She has no pulse and isn't breathing. What would you do?

You find your parent at home and they are unable to lift their arm or stand and their speech is difficult to understand. What would you do?

During your family meal, your family is laughing and talking when suddenly a family member inhales an object and are unable to talk or breathe. What would you do?

All of these situations did happen. Would you be prepared to assess and act if needed to administer First Aid or CPR (cardiopulmonary resuscitation)?

The staff member that worked at the school that Maggie attended was trained in CPR and knew where the school AED (automatic external defibrillator) was kept and how to use it. He saved her life after her heart went into a life threatening pattern. Today, Maggie has a pacemaker and is a freshman in college.

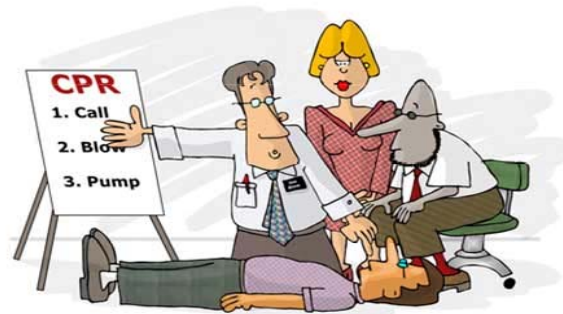
Tilly's son called an ambulance and she was taken to the emergency room where a cat scan showed that a clot had cut off circulation to a portion of her brain. Because of her son's quick action, she was given medication to dissolve the clot and was able to recover the use of her arms and legs as well as her speech. Tilly was able to attend her grandson's wedding the next spring.

Tina was able to give abdominal thrusts to her daughter, Hannah, and expel the piece of chicken that caught in her airway. Hannah is a 5th grader today and excited about starting Junior High School.

Today, life moves at a frantic pace and between our job and family life there seems to be not enough time for other things such as job training. Let's hear a big group ---GROAN---. Let's face it, it is required. Even if it isn't, the knowledge and skill could be personally rewarding. The CPR and First Aid training that associates receive at Child and Family Services can be used at work or at home. Please plan on registering and attending a class this summer.

CPR CLASSES by Julie Langdon, RN

Friday, April 17, 2009	8:30am – 12:00pm
Friday, May 15, 2009	8:30am – 12:00pm
Friday, June 19, 2009	8:30am – 12:00pm
Friday, July 17, 2009	8:30am – 12:00pm
Friday, August 20, 2009	8:30am – 12:00pm



All classes will be held in the big conference room in the administration building.

Please register for any classes that you are planning to attend. Call Julie Langdon, RN at 925-1725 ext. 123 or email langdon@cfsswmi.org.



First Aid Classes by Julie Langdon, RN

Thursday, April 2, 2009	8:30 am – 12:00 pm
Thursday, May 7, 2009	8:30 am – 12:00 pm
Thursday, June 4, 2009	8:30 am – 12:00 pm
Thursday, July 2, 2009	8:30 am – 12:00 pm
Thursday, August 6, 2009	8:30 am – 12:00 pm

All classes will be held in the big conference room in the administration building.

Please register for any classes that you are planning to attend. Call Julie Langdon, RN at 925-1725 ext. 123 or email langdon@cfsswmi.org.

Birthdays and Anniversaries

Mindy Holleman	April 7
Yadira Torres-Lopez	April 19
Jennifer Wike	April 20
Karen Ashley	April 20
Megan Regan	April 22
Desiree Dunomes	April 25
Heidi Kusaka	April 25
Ann Barz	April 27
Kathy Hammond	April 30
Beverly Stewart	5 years

APRIL 2009						
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Upcoming Events

Company Holiday – Good Friday	April 10
Quarterly Staff Meetings	April 16 (10am, 2pm & 6pm)
Elder Abuse Training	April 17 (3:30pm – 4:30pm)
Volunteer Week	April 19-25
DSS Fundraiser Rummage & Bake Sale	May 16 (9am – 3pm)
Items may be dropped off between 8:30am – 4:30pm Mon – Fri until date of sale	
Memorial Day	May 25
Independence Day	July 3



FOR SALE!!
 2007 Nissan Armada LX
 Seats 7 Passengers, Fully Loaded including DVD, GPS, IPOD hookup and automatic starter, 35,000 miles. \$26,000 OBO
 Call Heidi at 269-277-0897

CFS Family Bits & Pieces

ABC Coupons are coming to a program near you. There will be boxes and forms made available at every program so that all employees going "Above and Beyond" can get "caught".

Megan Regan announced that she & Chris will be expecting a baby the second week of November! Congratulations & blessings Megan & Chris!!

Congratulations to Dale & Rita Cotterman on 40 years of marriage – May 10th.

Please check out our new vending machines located in the copy room at the Admin building. Rita has a few candy bars left, they are 1st come, 1st serve! ☺



Hands That Serve, Hearts That Care by Beverly Stewart

National Volunteer Week – April 19-25

- ♥ Posters will be displayed in each building
- ♥ Buttons/ribbons distributed for staff to wear
- ♥ Press releases sent to local papers
- ♥ Special events:
 - April 21 @ PPDSS 1-2:30pm
 - April 22 @ Safe Shelter 1-3:00pm
 - April 24 @ BHDSS 1:30-2:30pm



We're on the web!! www.cfsswmi.org

CFS currently has 55 volunteers providing direct/support services agency wide. Please join us in thanking our volunteers by stopping by any of the special events listed above. Additionally, special volunteer appreciation buttons/ribbons will be distributed to staff. More details via e-mail.

