

CFS INSIDER

August 2009



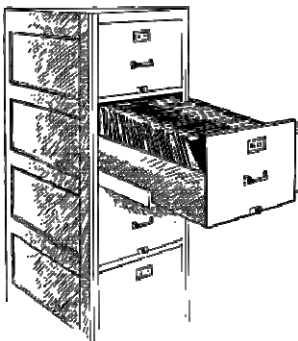
*Peggy Myers
BH DSS Program Assist*

New News is Good News!! by Elizabeth Thomas

My apologies for the delay on this month's newsletter. As I'm sure everyone knows we were right in the middle of our accreditation audit when I wanted to have this out to everyone. Thankfully we managed to get through that & now we're just waiting to hear how things went...I'm sure there will be plenty of work to do be done & things to be accomplished! Everyone did an excellent job of shuffling around to accommodate the auditor's requests. It was hectic but it's over! Let's just pray we don't have to repeat the process...if we do let's be sure we're submitting all our training records, 90 day & annual reports, etc. Let's keep up the good work!!! ☺

Please take the time to welcome the following employee to our team!!

Peggy Myers – Program Assistant at the Benton Harbor Day Services for Seniors



Helpful HR Info by HR

Just a friendly reminder – Especially after this COA audit it is crucial that any training employees have had needs to be documented on the 'Staff Development & Training Report' & filed in your employee file in HR. If you do not have access to this form please contact your Supervisor, David Ford or Elizabeth Thomas. Please hand in copies of all training records & recently updated insurance & driver's license info. I will be requesting, as I go through each employee file, for education info (transcripts are acceptable) if your job description requires it.

Supervisors, please make sure you are doing the employee 90 day & annual evaluations.

Remember to be objective & have goals for the employee to work towards.

David will be conducting a class on IT Tips of where to save your files. Date TBD.

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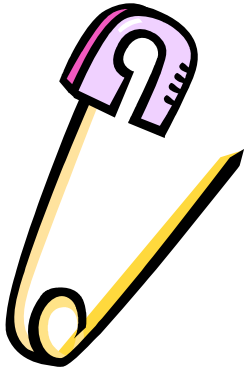
Executive Director's Corner by Warren Washington

Hello Everyone! I hope everyone is enjoying the summer and had the opportunity to attend the company picnic last month, which was a blast! Although the rain storms circumvented the length of the picnic, a good time was had by all.

If you haven't heard, COA has been here & gone!! COA was conducting our on-site accreditation survey inspection. There were 3 survey inspectors inspecting the LINK, Homecare Services, and our Day Services for Seniors Programs at both locations. The inspection also included interviews with representatives from all PQI committees, Human Resources and Finance & Accounting. If you were asked a certain question & you did not know the answer please refer to the Employee Handbook or see your Supervisor.

We are very appreciative of Debra Trapikas, Erin Noble, Frank Vidimos and everyone else who has worked very hard to prepare us for our accreditation survey & see us through it.

We will know in about 4 or 5 weeks what our score was for the audit. Until then continue doing a great job & enjoy the rest of summer!!



By taking some time to store emergency food & water supplies, you can provide for your entire family.

Safety First by Rita Cotterman

FOOD & WATER IN AN EMERGENCY Part 1

If an earthquake, hurricane, winter storm, or other disaster strikes your community, you might not have access to food, water and electricity for days or even weeks. By taking some time now to store emergency food & water supplies, you can provide for your entire family.

EMERGENCY FOOD SUPPLIES

Preparing: As you stock food, take into account your families unique needs & tastes. Familiar foods are important. They lift morale & give a feeling of security in times of stress. Individuals with special diets & allergies will need particular attention, as will babies, toddlers & elderly. Foods that require no refrigeration, water, special preparation, or cooking are best. Make sure you have a manual can opener & disposable utensils. **Don't forget nonperishable foods for your pets.**

Storage Tips:

Keep food in a dry, cool spot – a dark area if possible.

Open food boxes & other re-sealable containers carefully so that you can close them tightly after each use.

Wrap perishable foods, such as cookies & crackers, in plastic bags & keep them sealed in containers. Empty open packages of sugar, dried fruits, & nuts into screw-top jars or air-tight canisters for protection from pests.

Inspect all food for signs of spoilage before use.

Throw out canned goods that become swollen, dented or corroded.

Use foods before they go bad, & replace them with fresh supplies, dated with ink or marker. Place new items at the back of the storage area & older ones in front.



Shelf-Life of Foods for Storage: (general guidelines)

Use within 6 months:

- Powdered milk – boxed
- Dried fruit
- Dry crisp crackers
- Potatoes



Use within one year or before the date indicated on the label:

- Canned condensed meat & vegetable soups
- Canned fruits, fruit juices, & vegetables
- Ready-to-eat cereals & uncooked instant cereals
- Peanut butter
- Jelly
- Hard candy & canned nuts
- Vitamins



May be stored indefinitely (in proper containers & conditions)

- | | |
|--------------------------------|--|
| • Wheat | • Bouillon products |
| • Vegetable oils | • Dry Pasta |
| • Dried corn | • Powdered milk – <i>in nitrogen-packed cans</i> |
| • Baking powder | • White Rice |
| • Soybeans | • Noncarbonated soft drinks |
| • Instant coffee, tea, & cocoa | • Salt |



TO BE CONTINUED NEXT ISSUE...



Vital Signs by Julie Langdon, RN – Agency Nurse

The next three columns will all tie in together. I thought that **STRESS** would be a good topic for August in deference to COA and vacation time. September has always been a time for new beginnings with the start of school and the transition into the next season. The topic for September will be **EXERCISE**. The topic for October will be about **DIET** as we head into the holiday season. I always welcome ideas and input from staff for what you would like to see in your newsletter.

First of all, what is stress? Stress is your body's response to physical or emotional demands that are made on it. When people are experiencing stress, their bodies release chemicals to help give them strength and energy. This is good if you are in physical danger. If your body releases these chemicals in response to emotional stress and there is no physical outlet, it remains in a state of heightened readiness. This becomes difficult for your body to sustain over time. In order to manage stress, you have to understand what some of the more common sources of stress are.

Survival stress – This is a common response to danger for people and animals. It is sometimes referred as the “fight or flight” response.

Internal stress – This often happens when we worry about things that we cannot control or place ourselves in situations that we know will cause us stress.

Environmental stress – This is in response to things around you such as noise, crowding, and pressure from work or family.

Fatigue and overwork – This kind of stress builds up over a period of time. It can be caused by working too much or too hard at your job(s), school, or home. Not knowing how to manage your time or how to take time out for rest and relaxation is also a factor. This can be one of the hardest kinds of stress to avoid because many people feel this is out of their control.

Stress warning signs and symptoms include: memory problems, inability to concentrate, poor judgment, negativity, anxiety, moodiness, irritability, agitation, rapid heartbeat, frequent colds, loss of sex drive, and depression. There are several ways to cope with stress. Some are unhealthy such as smoking, alcohol or drug use, over- or under- eating, withdrawing from family and friends, and ignoring the cause. There are several ways to cope in a healthy manner. They are:

Identify what is causing you stress and come up with a plan for managing them.

Recognize what you can change and either change what is bothering you or your response to it.

Reduce the intensity of your reactions. Sometimes, we need to put things in perspective. Take a step back and ask yourself if what's bothering you deserves all your time and attention.

Re-examine your attitudes and “obligations”. Are you trying to be all things to all people? Stop and examine your priorities in life and don't forget to name yourself as one of those priorities.

Organize yourself. Are you managing your time well? Are you more productive during certain times of the day? Learn to say no to things that will not affect your job, school or relationships.

Develop emotional supports and use them. Having someone to you can share both the good and bad with is important. If you don't have a large network, start to build one. Seek assistance from professionals who are experienced and comfortable giving support.

Let it all out. Laugh. Cry. Scream. Sometimes you need to let out your emotions. Saving these emotional outbursts for a private, comfortable setting is important. Crying, screaming, and laughing hysterically at work or school will more likely add to your stress, after the fact, than reduce it.

Relaxation techniques using yoga, meditation, music, exercise, massage, hypnosis, journaling, or any hobby that you enjoy can help relieve stress.

Finally, my personal favorite, chocolate. ☺



CPR CLASSES by Julie Langdon, RN

Friday, Sept 18, 2009	8:30 am – 12:00 pm
Friday, Oct 16, 2009	8:30 am – 12:00 pm
Friday, Nov 20, 2009	8:30 am – 12:00 pm
Friday, Dec 11, 2009	8:30 am – 12:00 pm
Friday, Jan 15, 2009	8:30 am – 12:00 pm

First Aid Classes by Julie Langdon, RN

Thursday, Sept 3, 2009	8:30 am – 12:00 pm
Thursday, Oct 1, 2009	8:30 am – 12:00 pm
Thursday, Nov 5, 2009	8:30 am – 12:00 pm
Thursday, Dec 3, 2009	8:30 am – 12:00 pm
Thursday, Jan 7, 2010	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

Debbie Shelton - Accounting	Aug 08
Wilford Marbut - BH DSS	Aug 10
Sharon Spencer - Link	Aug 13
Patricia Allen - Safe Shelter	Aug 16
Sherrill Friedman - Homecare RN	Aug 19
Tanja Clark - Link	Aug 20
Nickolas Magee	Aug 21

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Upcoming Events

Mike Struwin's Schedule of Music Events for the month of July are as follows:

Every Wednesday from 8pm to 10pm at The Stray Dog in New Buffalo, no cover charge

Every Thursday from 6pm to 10pm at the Saint Joe Boat House, no cover charge



CFS Family Bits & Pieces

Please participate in recognizing our hard-working employees. Reward them with an ABC coupon. The employee with the most coupons at the end of the quarter will be awarded Employee of the Quarter.

DSS has started a tomato/pepper garden in front of the building, on the "front porch". We will be using some of them in our lunches. We are also painting the picnic tables in the green space. Colors will be yellow, blue, lavender, orange and green. We could use umbrellas if anyone knows of someone that would like to donate some. We only have 1 umbrella and 5 tables.

We have been enjoying our Brown Bags on Wednesdays and if anyone would like to meet us there on a Wednesday and have lunch that would be wonderful - we usually arrive at the band shell about 11:45.

Some of our other up-coming outings - The Fish Hatchery, Bowling, Casino, ride to the park to go fishing. If anyone has a fun idea for an outing please contact Kathy Hammond at ext. 115.

New Employee - Peggy Myer helps in our kitchen we love Peggy and her food YUMMY

Cooper is still active at DSS he's usually here, at BH DSS, 2-3 days a week as long as we are not out on an outing. He is now a big boy at 8 months old already! If you would like to visit him come on over. He would love to see you.

The Link received a "thank you" card from a family who had a child in the Link. **Keep up the good work Link!! ☺**

