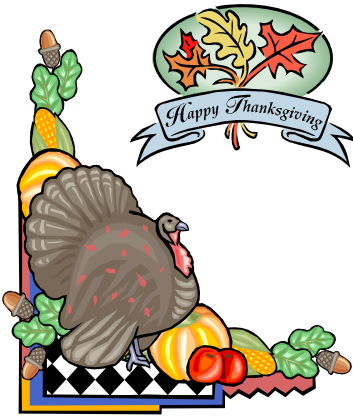


# SAUK COUNTY HEALTH CARE CENTER'S COMMUNICATOR

October/  
November 2009

## Upcoming Events



Nov 27	PAYDAY
Nov 30	Medicare
Dec 2	Medical Records All Staff Meeting
Dec 3	Building Committee Meeting Foundation Meeting Board of Trustees Meeting
Dec 7	Medicare
Dec 8	Department Head
Dec 11	PAYDAY
Dec 14	Medicare
Dec 15	County Board Meeting
Dec 16	Holiday Celebration/Employee Recognition

Dec 17	Quality Assurance Infection Control Pharmacy
Dec 21	Medicare First Day of Winter
Dec 22	Department Head
Dec 24	Christmas Eve
Dec 25	Christmas Day



Welcome to the first edition of the Communicator in our beautiful new facility!!! I want to thank all the staff, families, and volunteers for all of their help in making the transition to our new facility a success. We had our first resident arrive at 7:40 am and the last resident walked through the new doors at 11:35 am. What a remarkable and smooth move it was. Tom Laduke the relocation Ombudsman had nothing but positive comments on how well organized we were and the friendly and responsive staff that we have here at SCHCC. You are what makes us a 5 star facility. Along those lines, we are still working out numerous little issues and will continue to for the next month or so as we settle in. I highly encourage you to attend the next All Staff Meetings scheduled for Wednesday December 2nd at 7:30 am, 1:30 pm and 2:30 pm. We will be focusing on new changes at the building. If you have suggestions or concerns, please direct them to myself to log and correct. Have a safe and joyous holiday season.

*Kim*

The SUNSHINE CLUB is pleased to announce that Kelly Lange was chosen as the winner of the Sunshine Club Award for this month. She will receive a gift card to a local business. Kelly (along with Shelly, Vivian and Vickie) were nominated for helping out the CNA's with cares on 4E on a weekend. They were nominated by Florence Brooks. Sandra Mora was nominated by Julie Smith for picking up numerous shifts just to help out. She always walks in with a positive attitude and smile. She is a wonderful addition to our staff. Also the 3E PM staff were nominated by Dawn Drea for putting out linen, water and having the tables set up for the night shift. They often continue working after their normal shift to get the work done. Kelly was chosen in a random drawing of all nominees. This is why we continue to be a **5 STAR FACILITY**. Thank you everyone for putting in extra effort to make our facility the best! Remember to nominate the employee whom you feel is deserving of this award via the Suggestion Box.

Our next **Casual 4 A Cause** will be on **Thursday, December 17**. Remember to purchase a Casual 4 A Cause Sticker at the front desk if you wish to wear jeans. **THANK YOU FOR YOUR SUPPORT!**

Remember that your Sunshine Club is responsible for sending birthday cards to all staff, gifts for staff who experience deaths, illness, births etc. We are always looking for new ideas to recognize our wonderful staff and their dedication to our residents, so please put your ideas in the Suggestion Box.

## Welcome Our New Employees



Hello, my name is Sara Felton. I am working here as a CNA. I enjoy walking, animals, music, shopping and spending time with my children. I look forward to working with you.



Hello, my name is Corrie King. I am a newly certified CNA. I live in Cazenovia with my husband and two boys. In my free time I enjoy four-wheeling and hunting. I look forward to meeting everyone and expanding my skills.



Hello, my name is Andrea Stout. I'm working here as a part-time CNA on 3rd shift. My hobbies include writing, driving, and music. I share my home with two cats: Little Bear and Frisky. I look forward to working with all of you.



Hello, my name is Lisa Wells. I am working here as a CNA on PM's. I live in Reedsburg. I love to do exercise—Tai chi, and I like to play table tennis. I am originally from Hong Kong. I look forward to working with you.



Hello, my name is Megan Williamson. I am working here as a CNA. I enjoy spending time with my family and dogs. I have a 2 year old son and two dogs. I look forward to working with you all.



Hello, my name is Pamela Williamson. I am working here as a CNA. I enjoy watching my nephew. My hobbies are collecting coins, reading, and writing stories. I like to go camping, fishing and other outdoor activities. I hope to get to know everyone and have fun working with you.



Hello, my name is Lisa Marie Hanko. I'm working here as a CNA. I enjoy spending time with my family and animals which consists of a dog, two cats and a turtle. I greatly enjoy being outdoors. I am looking forward to meeting all of my new co-workers!



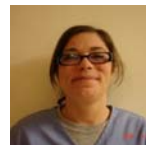
Hello, my name is Jamie Hohl. I am working here as a CNA on PM's. I have a bachelor's degree in Psychology with a minor in criminal justice. I am working towards my degree as a Social Worker, helping to find suitable foster homes for abused and neglected children. I love the fall weather and enjoy spending my time outside. I have a miniature dachshund named Min, and a cat named Mickey. I look forward to meeting and working with you.



Hello, my name is Susan Steinmetz. I'm working here as a CNA. I'm currently going to school for nursing at MATC in Reedsburg. My husband and I play summer softball. I love to shop, and it gets me into trouble. I love watching movies and riding my horse. I'm excited about working with some familiar faces and a lot of new ones.



Hello, my name is Rachel Arendsee, and am working here as a CNA. My hobbies are reading, anything outside is my hobby too. I love outdoor stuff. I have 3 Aussies: Boe, Oz, and Daisy. I have 1 cat named Kelly. I'm 19 years old from the Dells.



Hello, my name is Jessica Pedersen. I am working here as a CNA. I live with my aunt on her farm full of all different kinds of animals like goats, bunnies, dogs, cats, chickens, and a horse. I love movies and food! I am very excited to meet everyone and start working at the new Health Care Center.

### HOLIDAY CELEBRATION/EMPLOYEE RECOGNITION

TO BE HELD ON **DECEMBER 16**

POT LUCK FROM 10:30—1:00

STAFF RECOGNITION AT 1:30

#### MEAL ASSIGNMENTS

SALADS - NURSING STAFF

DESSERTS - NURSING STAFF

HOT DISHES - OFFICE STAFF, AT AND THERAPY

APPETIZERS - HOUSEKEEPING, LAUNDRY, MAINTENANCE, DIETARY

PM'S AND NOC'S SEE JULI FOR ASSIGNMENTS

**Suggestion Box Questions**—Question asked about the bulletin board for employees and why someone didn't clean it off periodically or date items and clear it off within 2 weeks.

**Answer**—When we get an employee bulletin board put up, it is for all employees. When you post something, please take the responsibility of removing it after approximately 2 weeks or when the event is over to make space for others to use it.

### *LaVerne's Inservice Corner*

*New Falls Inservice presented by the PT Staff*

*Wednesday, December 9, 2009*

*7:30 and 1:45*

*An All Staff Meeting has been scheduled for Wednesday, December 2 at 7:30, 1:30 and 2:30 This will be on Emergency Preparedness*

*BOTH WILL BE IN THE INSERVICE ROOM*

*THESE ARE BOTH MANDATORY FOR ALL STAFF*

*Please keep up to date on inservices to avoid having a backlog to see in the spring when the inservice year is over. Thank you!*

**October Employee Anniversaries**

Jane Dallman	1 year
Danielle Powell	2 years
John McCarthy	7 years
Marietta Rick	8 years
Michelle Heiser	15 years
Sherry Karstetter	15 years
Deb Steinmetz	16 years
Joan Leak	20 years
Rita Lomasney	28 years
Kelly Lange	29 years
Teresa Stemper	32 years

**November Employee Anniversaries**

Pearl Lenz	2 years
Margaret Burggraf	7 years
Amy Elizabeth Lee	7 years
Linda Raspiller	9 years
Reggie Tourdot	30 years

*Thank You for Your Service*

## ***Personnel Matters***

Staff no longer have access to the old Sauk County Health Care Center since we are in the process of de-commissioning it.

On **Friday, November 27, 2009**, when you pick up your paycheck, we will be collecting your time clock badges and keys from the old Health Care Center building. All keys and badges returned will be logged under your name as returned. If you have already returned your badges and keys, thank you. If you do not have your keys and badge with you at the time you pick up your check, please ask for an envelope on which you should write your name, enclose the badge and keys and slide it under the Personnel Department door.

**Thank you.**

**Paychecks will be available at the Canteen area from 7:00 to 8:00 am on pay day Fridays. After 8:00 am, they will be available at the front lobby reception area. If you have any questions about your paycheck, please feel free to stop in the Personnel Office or call us at x-7538 or x-7539. After hours, paychecks will be available at the A/B Team Area. Please see a nursing supervisor to obtain your check. Thank you.**

For the new building, if anyone is having trouble with their keys or new ID badge, please see Mary in Personnel so we can get it taken care of.

Also, at our beautiful new building, we still have **two time clocks** where we can badge. One is located next to the employee break room and the other is located next to the front doors. Please feel free to utilize either of these clocks for your convenience when badging. The one by the front door is especially helpful for clocking out in time to prevent incurring unauthorized OT.

**Time Off Request Forms** are available in the employee break room in the clear shelf near the sink. You can complete them and turn them in to the Personnel Department. You may slide them under the door if the Personnel doors are not open. The process for Personnel staff date stamping the slips and forwarding them on to your supervisor remains the same.

**In-House Posting Applications** are also available in the employee break room and the postings for any open in-house positions will be located on a soon-to-be mounted bulletin board near the employee break room. If you have any questions on this, please stop in the Personnel Department for assistance. These in-house applications should be returned to the Personnel Department.



**Have a Blessed  
Holiday Season**