

SAUK COUNTY HEALTH CARE CENTER'S COMMUNICATOR

NOVEMBER *Monthly Calendar*
2010



Nov 14 Anniversary Open House
Nov 15 Medicare
Nov 16 Nurses Meeting
Nov 19 WACH Meeting
Nov 22 Medicare
Pie Sale Orders Due
Nov 23 Department Head
Nov 24 Pie Pick Up
Nov 25 HAPPY THANKSGIVING
Nov 26 PAYDAY
Nov 29 Medicare
Dec 3 Holiday Bazaar
Dec 6 Medicare
Dec 7 Department Head
Dec 8 All Staff Meeting

Casual 4 A Cause
Dec 9 Board of Trustees
Dec 10 PAYDAY
Dec 13 Medicare
Dec 14 Holiday Party/Employee
Appreciation
Dec 16 Infection Control/Pharmacy
Dec 20 Medicare
Dec 21 Department Head
Dec 24 CHRISTMAS EVE
Dec 25 CHRISTMAS DAY
Dec 31 NEW YEAR'S DAY



Upcoming Events

We once again are having our **Pie Sale** for The Thanksgiving Holiday. Orders must be in by November 22 and picked up on the 24th. See postings to sign up.

Everyone is invited to our 1st Anniversary Open House to be held on Sunday, November 14 from 2:00—4:00. Join us for cake and punch and the entertainment of Tom Bedtka.

The Activity Department is excited to again be hosting our Holiday Craft Fair and Bake Sale on December 3.

The event will be from 8:00 a.m. — 3:00 p.m. in the Community Room with a plate lunch available for purchase.

I would like to thank everyone for your continued commitment and support of our Safe Halloween. It was quite the afternoon in the facility!! Here are some of the numbers; over 500 kids came through to Trick or Treat, over 300 went through the haunted house and the bake sale sold out! We served over 500 cookies that the residents had frosted and as much punch. It would not have been possible without so many wonderful staff helping us out. Thank you to all who gave donations for the candy to hand out, the bake sale and assistance with the haunted house. Also, to the staff and family members who helped on the day - everyone did a phenomenal job. What a feat. **THANK YOU ALL!!** Margaret

COOKBOOK PRE-SALE

The Foundation Cookbook is in print! We will be pre-selling the cookbook at the Open House on the 14th and also during the Holiday Bazaar on December 3. It may also be purchased by contacting Kim Gochanour during regular office hours. The cost is \$10/ea. for pick up and \$15/ea. if you would like it sent to you. Proceeds of the sale will go towards the stained glass project in the Community Room.



**HOLIDAY PARTY/EMPLOYEE RECOGNITION TO BE HELD ON
TUESDAY, DECEMBER 14**
**FREE TACO BAR LUNCH 10:30—1:00, STAFF RECOGNITION AT 1:00
PM AND NOC TACO MEAL WILL BE AVAILABLE**

SUNSHINE CLUB NEWS

Our next **Casual 4 A Cause** will be on **DECEMBER 8**. You may purchase a Casual 4 A Cause Sticker at the front desk if you wish to wear jeans. Remember to recognize your fellow employees by nominating them for the Sunshine Award for not only doing their jobs well, but for the little extras they all do every day. Put your suggestions/nominations or questions in the Suggestion Box located in the employee break room, or bring your ideas to the front desk for Kim Gochanour, Juli Brandt, or Diane Gade. The Sunshine Club sends birthday cards to all staff, gifts for staff who experience deaths, illness, births etc. and for periodically providing treats for staff on special occasions. We also provide a copy of the *Baraboo News Republic* for staff use in the break room.

Nominations for the Sunshine Award this month include: Laura Herritz, Kim Jackson, Deb Check, Barb Smith and Miriam McBain for going above and beyond while doing their very difficult jobs of caring for our residents. The winner in a random drawing is Laura Herritz. Thank you, Laura, for helping make this facility a five-star facility. Your dedication and hard work are appreciated by residents, families and your coworkers.

Personnel Matters

VERY IMPORTANT:

All employees please read carefully: By the end of the year, your only resources for keeping track of your available benefit time will be on the bottom of your checks and direct deposit slips and the Munis Self Service website. The balances listed there are current as of the end of the last payroll. Make sure you deduct any other approved time off to get an accurate balance. On **Munis Self Service**, you can also check your accrual balances, paycheck information, past payroll information and much more. If you need information on how to access this web site, please stop in Personnel for a hand out with this information.

If you haven't already started, please start checking your punches at the clock. It is a simple step, the buttons are on the front of the clock to review your punches for the previous 72 hours. This will help to ensure that you are punching correctly and make sure you have all of your punches, in and out for lunch and the beginning and end of your shift. If your punches are not accurate - then your payroll may not be accurate. If you have any questions on this, please call Mary in Personnel at x-7538.

BDG FORMS -- With your last paycheck, most employees were given a form indicating your Benefits Design Group elections. Please make sure this form is returned to Personnel by **Wednesday, November 17, 2010** in order to make the deductions on your paycheck. If you would like to sign up for Dental or Vision insurance, please see Mary Braun in the Personnel Department for enrollment forms. If you have already indicated that you want to sign up for a new plan, you will be receiving an enrollment form to complete. Representatives from our insurance companies are scheduled to be here for questions later this month.

HEALTH INSURANCE FOR 2011 --- Employees currently carrying Health Insurance through Sauk County will be receiving their Dual Choice Enrollment Forms with their check this week. Please complete this form and return to the Personnel Department by **WEDNESDAY, NOVEMBER 17, 2010**. Forms returned late may cause problems with your premium deductions.

Thank you for your help on all of these matters - I know it is a lot of information but it is very important to follow through on all of it. Have a great Thanksgiving!!

DECEMBER ANNIVERSARIES

| | | | |
|----------------|----------|-----------------------|----------|
| Morgan Corning | 6 years | Colleen Johnson | 18 years |
| Bette Moon | 7 years | Richard Tourdot | 23 years |
| Juli Brandt | 9 years | Mary Parkhurst | 32 years |
| Jessi Towne | 14 years | CONGRATULATIONS STAFF | |

The Sauk County Health Care Center has an updated, informative Website containing a lot of valuable information for staff, residents, families and the general public.

Visit

www.co.sauk.wi.us/healthcarecenter

Find out what's new—resident events calendar, Communicator for the month, public events, pictures of the facility and recent events. Also included is our mission statement and the services that are available to fulfill the mission of caring for the elderly in our area. You will also find a listing of our public Board of Trustees meetings including the agendas and minutes of past meetings. Another section highlights our long and varied history and how we evolved into the Five Star Facility that we are today.

Contact information is also listed in case you have a question or suggestion.



LaVerne's Inservice Corner

The next **All Staff Meeting** has been scheduled for Wednesday, DECEMBER 8, at 7:30, 1:30 and 2:30. These are mandatory meetings for all staff.

The CNA Workshop for November is scheduled for Monday, November 22 and Tuesday, November 23 in the inservice room. Areas to be covered include peri-care and catheter care.

New mandatory inservices available for all staff are Electrical Safety and Resident's Rights.

Don't forget that you get in-service credit for All Staff Meetings, Nurses' meetings, and CNA meetings. Thank you. LaVerne