

SAUK COUNTY HEALTH CARE CENTER'S COMMUNICATOR

OCTOBER
2010

Monthly Calendar



Oct 15	PAYDAY
Oct 16	National Boss's Day
Oct 18	Medicare
Oct 19	Jeans/Breast Cancer Day
Oct 21	Quality Assurance
Oct 24	SAFE HALLOWEEN
Oct 25	Medicare
Oct 26	Department Head
Oct 29	PAYDAY
Oct 31	HALLOWEEN
Nov 1	Medicare
Nov 2	ELECTION DAY
Nov 7	SET CLOCKS BACK 1 HOUR
Nov 8	Medicare
Nov 9	Department Head

Nov 10	All Staff Meeting
	Casual 4 A Cause
Nov 11	VETERAN'S DAY
Nov 12	PAYDAY
Nov 15	Medicare
Nov 19	WACH Meeting Here
Nov 22	Medicare
Nov 23	Department Head
Nov 25	THANKSGIVING DAY
Nov 26	PAYDAY
Nov 29	Medicare



Upcoming Events

Our **first Safe Halloween** at the new facility will be held on **Sunday, October 24** from 2:00 p.m. - 4:00 p.m. Ages: infant - 5th grade. Punch and cookies will be served. There will also be a bake sale and haunted house (\$1.00 fee). Please bring a nonperishable food item for the local food pantry. Hope to see everyone there. We are also in need of monetary or candy donations. Please see anyone in activities with questions. I would like to thank everyone who supported and organized any or all events for the Sauk County Memory Walk. This year the Health Care Center raised the most money for the walk for Sauk County. WOW! What a team. It took a lot of planning, organizing and implementing all of the events and fund raisers and they would not have been successful without everyone's support. Planning has already begun for next year and we are looking for committee members to plan and assist with events. Please see me if interested. The first meeting will be held after the new year.



PLEASE REMEMBER THAT THE HANDICAPPED PARKING SPACES IN OUR BACK LOT ARE ONLY FOR THOSE WITH A HANDICAPPED LICENSE PLATE OR STICKER. A FINE MAY BE GIVEN FOR PARKING ILLEGALLY.

FROM THE SUGGESTION BOX

Thank you for your question on removing milk from the break room. Toast and coffee are still available and have not been removed. Toast is available through mid morning. In regards to offering meals, coffee, cookies and juice, I would like to clarify what is offered. When we hold a meeting it is the request of the board of trustees that we show hospitality to our guests. Very rarely do we offer a full meal. When we host a meeting that offer a meal, a fee is charged to the participants. Most of the meetings that we host offer coffee, water and a small snack. Regarding our being over budget, we are in line with our budget but need to continually watch what we spend to keep within budgeted amounts. If you would like more information on the budgeting process, I would be more than happy to meet with you to explain our budget. Kim

SUNSHINE CLUB NEWS

Our next **Casual 4 A Cause** will be on **NOVEMBER 10, AND every second Wednesday** for the rest of the year. 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. We are always looking for new ideas to recognize staff, so please 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.

The following staff were nominated for the Sunshine Award—Laura Clary, Shelly Lohr and Juli Brandt. They were nominated by Ronda Wilke-Ostrander for going above and beyond to help out on the neighborhoods. In a random drawing Laura Clary was chosen for the Sunshine Award. Thank you, Laura for your caring and dedication to our residents.

Personnel Matters

All employees please read carefully: Within a few months, 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. Please use these figures to see how much benefit time you still have available, but 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.

Keeping up on Kronos. Kronos is our in-house timekeeping system. The time clocks you punch on are Kronos clocks. If you haven't already started, please start checking your punches at least every 2 or 3 days or even daily. 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 - YIKES!!, We all want to be paid accurately - so if you skip a punch - your record will be incorrect. Checking your punches at the clock is a simple step, the buttons are on the front of the clock to review your punches for the previous 72 hours. If you have any questions on this, please call Mary in Personnel at x-7538. Your accuracy on your punches is greatly appreciated.

Accurate punches = accurate paychecks = happy bank accounts!!!!

Please notify the Personnel Department of any change in your status including address, phone number, marital status or birth or adoption of a child. It is very important that we keep your records current for contact information. Thank you in advance for your help on this!!!

NOVEMBER ANNIVERSARIES

Lisa Hanko	1 year	Linda Raspiller	10 years
Pearl Lenz	3 years		
Margaret Burggraf	8 years		

CONGRATULATIONS STAFF

Welcome to our New Employees

SCHCC COMMUNICATOR



My name is Dan and I am just starting out as a CNA. I am working towards my RN. I live in the neighborhood. I am married with 2 kids and I love music and play the guitar.



My name is Debbie Stone. I've been a CNA for over 4 years. I have a 1 year old daughter and recently moved to Reedsburg.



Hi, my name is Fatima Ruiz. I am happy to be back and working here with everyone.

Welcome Everyone

LaVerne's Inservice Corner

The next **All Staff Meeting** has been scheduled for Wednesday, NOVEMBER 10, at 7:30, 1:30 and 2:30. These are mandatory meetings for all staff.

Please complete the Medical Evaluation Forms for N95 mask fit testing and return to LaVerne as soon as possible. Please check with LaVerne to see if you are required to be fit tested.

Monthly Hands-on Skills Workshops for CNA's are being held in the Inservice Room. A variety of skills will be reviewed. Watch for postings!

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

Flu vaccines are scheduled on October 19 and 26 from 7:00—8:30 a.m. and 2:00—3:30 p.m. both days - Inservice Room

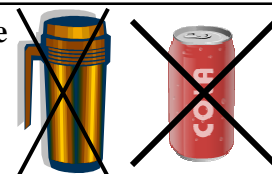
All employees will need the vaccine or sign a declination.

Help us keep our residents and U healthy! Flu ends with YOU!



Please remember that staff are welcome to drink water from the water/ice machine on the neighborhoods using the disposable cups. Other refreshments (i.e. soda/coffee, etc.) are to be limited to the break room. This is an infection control issue.

THANK YOU



As Thanksgiving quickly approaches, I would like to take this time to **THANK** our nursing staff (CNA's and licensed staff) for all of their hard work and dedication to the residents of SCHCC. Everyday you all enlighten me with kindness and compassion. Your work is very taxing both physically and mentally yet you continue to present yourselves as the professionals you truly are! The numerous compliments we receive from families are a tremendous compliment to where we are, what we are doing and the care that we provide. I am so proud of all of you and you should be proud of what you do each and everyday! **YOU** all **DO** make a difference! We are so fortunate to have such wonderful staff not only in the nursing department but throughout our facility and for that I am so **THANKFUL**!

May you all have a blessed Thanksgiving! Keep up the great work! Juli



Have a Safe and Happy Thanksgiving