

BULLETIN

A bi-weekly bulletin for staff/offices/programs throughout the entire corporation.

January 26, 2010

Time for Open Enrollment for Employee Benefits

Jujuana Howard, HR Manager, recently emailed to all programs the schedule for this year's Open Enrollment. Please check your facility/program office for the specific details for this enrollment period February 8 through February 15, 2010. Ms. Howard recommends that you continue to check the schedule for subsequent changes that may occur. **ATTENDANCE AT THIS MEETING IS MANDATORY FOR ALL EMPLOYEES!**

Required CORE Training Hours

Brenda Mueller recently sent an email to all staff reminding of the need for taking the required CORE classes by the end of January. Each employee should have signed a new training plan for 2010 and the CORE classes are identified on your plan. You must complete these 14.5 hours by Sunday, January 31.

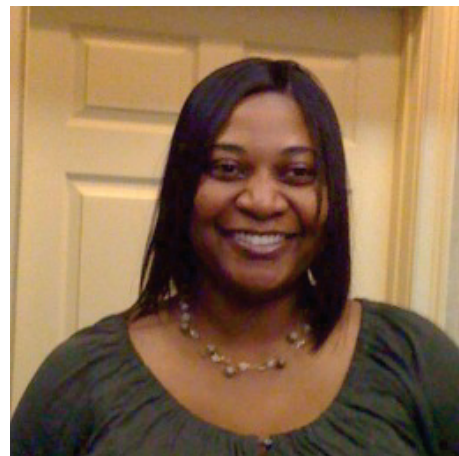
New employees are working on a pre-service training plan for the initial 6 months of employment and will switch to an annual plan the next calendar year. If an employee has not signed a 2010 training plan, he/she should get with the appropriate supervisor immediately!

Editor's Note: When Matt Birt was featured as our Employee of the Year for 2008-09, we failed to state that this award is named in honor of Fred Jenkins who was one of the first employees hired. He provided many years of dedication and service to the Foundation. Since his retirement in 1996, Fred Jenkins continues to be a dear friend and supporter of our work and our mission.

Health and Dental Insurance Increases

In recognition of these difficult economic times, the Executive Management Team has met and agreed that the company will pay these increases rather than passing them on to the employees. Now, that is good news – thank you!!!!

New Human Resource Specialist



Aqueelah Rivers was recently hired as our new HR Specialist. Ms. Rivers has an extensive background in management and is currently pursuing a degree in Computer Information Systems with an emphasis in Human Resource Information Systems (HRIS). We are pleased to have her on our team and look forward to working with her.

Our Condolences

We extend our sympathy and condolences to the family and friends of Van Freeman who recently died suddenly. Mr. Freeman was a Case Manager with the Foundation's IDDS program in Circuit 8. He had been an employee with our organization for five (5) years. He and his family resided in Live Oak.