



To: All staff  
From: Jim Zache, CEO  
Subject: COVID-19 #18  
Date: September 2, 2020

---

### **COVID**

As of this writing, there has been one new program with positive cases of COVID 19 with the residents and clients of CCLS/CLE/Magnolia Hill or Fast Pace. Since our last update, there have been approximately a dozen positive cases with our staff. They had some symptoms and went to be tested. Good for them! If positive, they isolated and then returned to work without spreading it to clients-residents or co-workers. My thanks to all of you for keeping your health and the health of your co-workers in mind.

With the fall and winter ahead, the likelihood of an increase in COVID cases, along with this year's flu seems to be a logical assumption. With this in mind, you will see news shortly for all employees about this year's flu shot. It may sound like a broken record but washing your hands, sanitizing your program surfaces, and always wearing a mask are all proven ways to prevent the spread. Please continue to remain vigilant.

---

### **PTO MAXIMUM ACCRUAL**

As noted in prior UPDATES, we had temporarily lifted the maximum PTO accrual levels which froze the accrual of hours once you reached the maximum accrual as outlined in the Paid Time Off policy. This will be ending on **9/27/2020**. On this date, the maximum PTO accrual will revert to the levels outlined in the Paid Time Off policy. If your PTO balance is at or above the maximum level on 9/27/2020, you will not accrue PTO hours until your balance is reduced. Here are a few suggestions to reduce your PTO balance:

- Request time off.
  - If eligible, you can submit a PTO Cash Out form by 9/15/2020 to reduce your PTO up to 32 hours (this cash out will be paid at 50% on 10/9/2020 as outlined in the Paid Time Off policy).
  - Donate some of your PTO hours to the Leave Sharing Bank by completing the Donation of PTO Hours Authorization form.
- 

### **VOTING NEWS FROM THE DISABILITY VOTE COALITION**

*The Wisconsin Disability Vote Coalition is a non-partisan effort to help ensure full participation in the electoral process of voters with disabilities.*

Check out our resources at [disabilityvote.org/](https://disabilityvote.org/) and follow us on [Facebook](#)

The November Election is rapidly approaching. The Wisconsin Disability Vote Coalition has new resources and training to support you!

**Make Your Plan to Vote:** Make your plan now to vote for the November 3rd Presidential Election. The Disability Vote Coalition has a [new fact sheet](#) to help you prepare your voting plan.

## **WEC Voter Mailing Going Out September 1:**

On September 1, 2020, the Wisconsin Elections Commission (WEC) is sending an [informational mailing](#) to approximately 2.6 million voters. The mailing will include information about the November election, and absentee ballot application, and a pre-addressed, business reply return envelope to the WEC (no postage required by voter). Not all voters will receive the mailing. The mailing is only going to voters who are registered to vote in Wisconsin, not in Active Mover's status, and did not already have a General Election absentee request on file at the end of June.

## **ABSENTEE VOTING TIPS**

- November 3 is Election Day. Because of the health risk of COVID 19, we are encouraging voters with disabilities to consider voting absentee this year. To vote absentee, a voter must be registered to vote, request an absentee ballot, complete the ballot, have it witnessed, and return the ballot. Your ballot must be received in time to be delivered to your polling place no later than 8 PM on Election Day. For guidance on voting absentee, see the DVC [Absentee Voting Fact Sheet for the 2020 elections](#).
- **Voter Assistance to complete Ballot.** If you need help reading or filling out your ballot or absentee return envelope, you may ask for assistance from anyone who is not your employer or a representative of your labor union. Your assistant may also serve as your witness. Explaining how to fill out your ballot or return envelope is not "assistance."
  - Your assistant must sign in the Certification of Voter Assistance section of your ballot.
  - Your assistant can read your ballot to you or fill out your ballot under your direction but cannot tell you how to vote.
  - If someone signs your absentee return envelope on your behalf, make sure they also sign in the Certification of Assistant section

---

## **DIRECT CARE WORKFORCE FUNDING INITIATIVE**

Through lobbying efforts by employees of CCLS and our State advocacy group DSPN we work with state politicians to encourage their support of the Direct Care Workforce Funding program.

CCLS/CLE has taken that money and converted it to stipends. These are onetime payments based on the hours you worked during a given period. We've done this since the program began and we will continue to do so as long as the state funds the program. For you, new employees, this is a re-cap on how we determine the next stipend :

- If you worked for CCLS/CLE in January and/or February of 2020 ...
- If you are still employed with CCLS/CLE on 9/25 ...
- If you performed direct care duties in a program with MCO funded residents ...
- You will receive a stipend.
  - The amount of your stipend uses payroll records to determine the number of direct care hours you worked during those two months.
  - You will receive your stipend in your September 25th check.
  - It will be a separate line and amount on your check.

You deserve these stipends, and we appreciate all the sacrifices you make. When we are alerted to future funding, we will share that information with you.