



## Act Now to Qualify for the September Vaccine Drawing!

You could be one of 24 winners! Employees who submit proof of completed doses of the COVID vaccination to your regional recruiter are automatically entered in our Vaccine Contest. Currently 57.6% of CCLS employees are vaccinated.

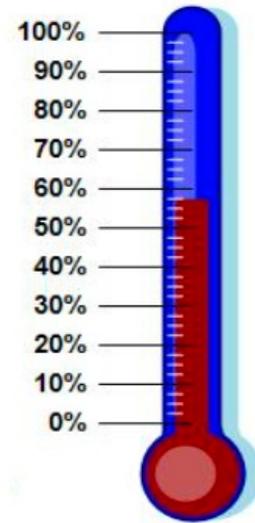
**You still have time to get the vaccine and be entered in the September drawing!**

### Drawing #1

- The 1st drawing will be held Friday 8/6/2021 at noon.
- All employees who have submitted proof of the vaccine with their regional Recruiter by 5pm 8/4/2021 are automatically entered.
- We will place each employee's name on a slip of paper in a box. One person's name will be randomly drawn. They win \$1,500.
- We then randomly draw 5 additional names and they each win \$100.

Drawing #2, #3, and #4 will take place on 8/13/2021, 9/3/2021, and 9/10/21 at noon. Same rules apply as the first drawing.

Winners will be notified by phone/email. If the winners give us permission, their names and prizes will be in the Newsletter.



## Thank You for All You Have Done Susan Peek!



After more than 35 years of employment with CCLS, Regional Director of North Operations Susan Peek is leaving CCLS. She has held several positions throughout her career. The last two as our Director of Training and North Market RDO. Susan's input in all areas of the company always came using the same criteria; "...what was best for the client and what was best for the employees."

Susan shared a few words:

"What an incredible journey I have had with CCLS! Over the course of my

career here, I have served in several positions. Regardless of the position I have held, my commitment has always been to the clientele and the CCLS mission. Working to improve the clients' quality of life and expand their opportunities for growth have been motivating factors for my longevity. Therefore, it is bittersweet to announce that I will be leaving CCLS to pursue a new chapter in my career. My last day with CCLS will be August 20, 2021. Until then, I will continue to fulfill all my duties and prepare my successor to step into the position of regional director of operations for the North Region. Although I did not have the opportunity to work directly with many of you, your dedication to the clientele we serve and the staff we employ are commendable. It has been a privilege to work with you to achieve the mission of CCLS. To each of you, I extend my deepest appreciation for the many hours you work and the unwavering advocacy and support you provide to the clients, whether that be directly or behind the scenes. I am so pleased to have been a part of the CCLS team!"

Her contributions are many. To name a few; she helped form many company policies, procedures, and training programs. She was instrumental in the roll-out and implementation of ECP, she guided the CCLS nurses. Each of these areas and many more have had a huge positive impact on our employees and clients. On behalf of all the CCLS employees and clients, we say .... a job well done Susan. We will miss you!

*-Jim Zache, CEO*

## **2021 Continuing Education Initiative**



COVID has certainly seemed to change everything this past year. One thing that has not changed due to COVID is the continuing education requirements for DHS. Employees who work in CBRFs need to complete 15 hours of continuing education and AFH employees need 8 hours annually.

In order to encourage all employees in licensed programs to complete the required continued education, we are launching a Continuing Education Reward Initiative for employees who work in CBRFs and AFHs. Here are the details:

### **Objective One-**

Complete 50% of your required trainings by October 1, 2021 and receive 250 bonus Reward Points.

CBRF: at least 7.5 hours

AFH: at least 4 hours

### **Objective Two-**

Complete 100% of your required trainings by December 1, 2021 and receive an additional 250 bonus Reward Points.

CBRF: at least 15 hours

AFH: at least 8 hours

In total, employees who complete both objectives can earn 500 bonus Reward Points. This is equivalent to **\$50.00** to be redeemed in the Accolades and Rewards store- just in time for holiday shopping!

Log in to your ALEA training account with your Last Name  
Employee # (Add a ZERO in front if your # is only 4 digits)  
to get started today! <http://classes.aleatraining.com/auth>

*Contact the Training Department with any questions.*

## **Gifts Benefit Bayside Clients**

CCLS has received three generous donations recently from the Emil Ewald Family Foundation, Wisconsin Knights of Columbus Charities, and Great Midwest Bank. These funds will be used to help purchase and install new carpeting at our facility in Bayside.

Thanks to these special donors for their generous support of our organization!

Charitable gifts are very important to the success of CCLS. If you have any personal contacts at service clubs, companies, or foundations that might be interested in donating to CCLS, please contact me at [kevin.brown@cclswi.org](mailto:kevin.brown@cclswi.org) or (920) 261-1345, Ext. 400. I will be very happy to provide them with more information about CCLS and our funding opportunities.



*Submitted by Kevin Brown, CCLS Director of Development and Community Engagement*





## Thank you Laura!

Laura Falk is retiring after 20 years of service with CCLS! She held the residential coordinator position in the Central Region! Thank you for your hard work and best wishes on your next adventure!

## Extended Deadline to Submit Nominations for Barbara Fox Memorial and Jon A Nelson Awards

How can you recognize CCLS and CLE staff who have consistently strive for excellence in the care provided to clients, commitment to the philosophy and mission, in leadership provided to coworkers and in the positive, respectful way they conduct the business of CCLS?

1. Complete the nomination form [here](#) for the annual Barbara Fox Memorial Award and the winner will receive a \$500 grant for enrichment through coursework, conferences for seminars.
2. Complete the nomination form [here](#) for the annual Jon A Nelson for direct care staff. The recipient will receive a \$500 award.

The deadline to nominate individuals for these awards have been extended to **August 31st!**

*Submitted by Kathie Bergen, Executive Assistant*



## It's a Boy!

Monique Kreger-PM in southern is expecting a baby boy. We had a surprise baby shower for her. Her due date is August 2nd, but we have guesses going around the office of when she might go into labor!

*-Kathleen Brewer*



## **Spam & Phishing Email Best Practices**

Spam and Phishing emails are becoming more of a norm. In the recent months we have seen an increase in these emails. Even though we have devices in place to filter these some do get through.

If the content or sender of an email seems unusual or suspicious please contact IT. This could include things such as strange requests, such as asking you to send gift cards or to give personal information.

Remember to check the email address to make sure it is familiar. If you have any feeling that an email is suspicious please forward to IT.



For more detailed information on spam and phishing emails please read the full article [here](#).

If in doubt feel free to forward the message to me and I will investigate. In your email you can click on junk in the top bar and select whether it is junk (Spam) or Phishing. This will help the system learn and block more in the future.

*-Ryan Obershaw, Director of IT*

## **Extreme Heat Tips to Stay Cool and Safe**



**Never leave children, disabled persons, or pets in a parked car - even briefly.**

On an 80°F day, the temperature inside a car even with the windows cracked slightly can reach 100°F in less than 10 minutes!

**Keep your living space cool or seek shelter at a cooling center.**

If you have an air conditioner, use it! If you

don't have an air conditioner and the

temperature is above 95°F, you should go to a community cooling center because using a fan will no longer prevent heat related illnesses at this temperature.

**Slow down and limit physical activity.**

Plan outings or exercise for the early morning or after dark when temperatures are cooler.

**Drink plenty of water and eat lightly.**

Don't wait for thirst, but instead drink plenty of water throughout the day. Avoid alcohol or caffeine and stay away from hot, heavy meals. Wear lightweight, loose-fitting, light-colored clothing. Add a hat or umbrella to keep your head cool...and remember sunscreen!

**People with chronic medical conditions may need extra help to stay cool and safe.**

Medical conditions can include those with cardiovascular disease, mental illness, especially those taking medications (e.g., psychotropics) that can worsen the impact of extreme heat.

**Do not stop taking medication unless your doctor says you should.** Take extra care to stay cool. Some medications make people more susceptible to sunburn or heat related illness. Ask your doctor or pharmacist for any special heat advice.

**Take a cool shower or bath to cool yourself down.**

A cool shower or bath will work faster at reducing your body temperature than an air conditioner. Apply cold, wet rags to your head and neck to quickly cool down.

**Plan ahead for transporting clients.**

Check to be sure the air conditioning in the vehicle is working. Allow time for the vehicle to cool down before loading clients. Take extra water to drink in case of car trouble.

For more info visit: [readywisconsin.wi.gov/heat/](http://readywisconsin.wi.gov/heat/)

*Submitted by Karla Bright, RN*



**Best Practice**

Good communication plays a vital role in providing quality care to those we serve. Are you doing your part to communicate what is needed? Do you complete a shift change report? If not, one way to

do this efficiently is by completing the shift change report in ECP. The shift change report can be implemented by uploading it to the building file. Once imported to the building file, it will come up as a daily task for staff to relay

any necessary information pertaining to the shift. If completed thoroughly, this will give the next staff on duty any updates or changes for their shift.

## State Inspections: Are you prepared?

At any given moment, a state inspector could be knocking at the door. Are you ready to answer their knock? Please review the link below to help you prepare for the next state inspection visit. Implement this as a best practice to routinely review questions to help make sure the answer is "YES"



[Click here](#) for "hot spots" state inspectors are highly likely to check

[CBRF Regulations](#)

[AFH Regulations](#)

*Articles submitted by Darcie Nissen, Director of Quality Assurance*

## I Know I Really Should...

Would you be surprised to know almost 2/3rds of Americans do **NOT** have a last will and testament in place? Without this document, your loved ones will likely have to spend a lot of time, money and energy to determine:

- What happens to your assets and property (including digital accounts such as Facebook, Instagram, etc.)
- Who will care for your minor children
- Who will care for your pets
- What your funeral will look like and much more.



Empathia, our Employee Assistance Program, has several resources to help you write this important document. If you have questions while writing it, you can even have an initial consultation with an attorney at no cost to you!

Get started today! - Click here: [www.mylifematters.com](http://www.mylifematters.com)

- Enter CCLS1
- Click on the Legal box
- Go to Wills and Estates

Have questions? Feel free to call Empathia at 1-800-634-6433, 24 hours a day, any day of the year to learn more!

*Submitted by Nicole Miller, Benefits Coordinator*

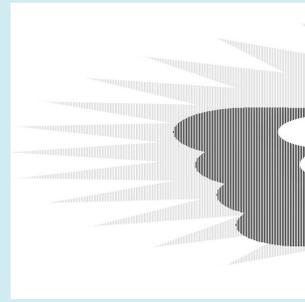
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