

ENHANCING LIVES OF THOSE WITH INTELLECTUAL DISABILITIES BY PROVIDING THEM WITH CARING SUPPORT & RESPONSIVE SERVICES



On the Job with Rob

JANUARY 2024



Leadership Goals

BUDGETING FOR SUCCESS

- Mileage reimbursement increased from \$0.655 to \$0.67.

PREPARING FOR PERFORMANCE BASED CONTRACTING

- Submitting a grant to The Hope Foundation for the next stage of Enkompas BI for reporting.

ENTERPRISE APPROACH

- Continuing to streamline med admin process.
- All electronic by March 1st.

SERVANT LEADERSHIP

- Theme of health & wellness throughout the winter months.



SERVANT LEADERSHIP

Beating the Winter Blues – affects people of all ages

- *Less sunshine*
- *Short days*
- *Weather temperatures- cold, snow, rain*

Seasonal Affective Disorder Symptoms:

- *depression*
- *sleep problems*
- *lethargy*
- *overeating*
- *irritability*
- *feeling down and unsociable*



**Health &
Wellness**



BEAT THE WINTER BLUES

- Find something to do- Get online and research, look at newspaper
 - Local businesses have activities; schools, CAC, Family Farm, Bald Birds Trivia
- Keep Active
- Keep warm
- Eat healthy
- Light therapy
- Take up a new hobby
- Spend time with friends and family

SUBMITTED QUESTION

What's the increase, is there one?

Annual increase date is the March 22, 2024 pay date.

The screenshot shows a Google Forms editor interface. At the top, there's a header bar with a menu icon, the text 'OTJ', a folder icon, a star icon, and a 'Send' button. To the right of the 'Send' button are icons for a palette, eye, undo, redo, and a user profile icon labeled 'M'. Below the header, there are tabs for 'Questions', 'Responses' (with a count of 8), and 'Settings'. The 'Questions' tab is active. The main form area contains three sections: 1. A title 'Have a question for On the Job with Rob?' with a 'Form description' field below it. 2. A question 'My question is...' marked as required with a red asterisk, followed by a 'Long answer text' field. 3. A 'Name' section with a 'Short answer text' field. To the right of the form sections is a vertical toolbar with icons for adding a new question, duplicating, deleting, changing the question type, adding a media element, and a list icon. The bottom right corner of the form area shows 'Total points: 0'.

Submit other questions- <https://forms.gle/hxB6eGfcoEnqKuEo9>
Can be submitted anonymously or with your name/department

EMPLOYEE INFORMATION

Masking Policy

- A weekly Hope email regarding COVID County Risk Level is sent.
- Masking is NOT required in a County with Low (green) or Medium (orange) Community Risk Levels.
- Masking IS required in a County with High (red) Community Risk Levels.
- Test kits are available for Program teams
- PS & CHOICE Supervisors will distribute the test kits
- If first test is negative, retest in 5 days

Call Hope's Hotline (570-322-5973) with questions or concerns

ACCESSING YOUR W2

- Your 2023 W-2 will be available to view, download and print in Criterion on 1/19/24.
- Step by step instructions have been emailed by Nicole Blank on 1/18/24 on how to access your W-2.
- As a reminder, **W-2's will not be mailed this year.**
- If you need any assistance retrieving your W-2 in Criterion, please contact Nicole Blank at 570-220-8405.
- HR Team Update- Hadyn Swartwood, HR Coordinator, will be moving on February 14th.



UPCOMING HOPE FOUNDATION EVENTS



MAR 13



JUNE 8



JUNE 14



NOV 16

Questions?
Comments?

TALK TO US!

SUBMIT QUESTIONS

<https://forms.gle/gULVtnM9ww7b7Z6H9>