

7/15/10

## Today's Paychecks Reflect Increases for 2010!

All staff are receiving a 2% increase to their pay rate in this paycheck (7/15/10). The usual merit increase has been suspended in favor of an across-the-board increase; splitting up 2% into 3 performance levels would not provide a meaningful pay increase to staff. This way, everyone receives the same compensation. Although 2% is not a high number, if you take into account the overall state of our economy, our revenue streams and that others in our industry are giving about the same, 2% is very good—small, but good! We fully expect to return to “regular” merit increases in 2011.

After much discussion of the pros and cons, it has been decided that everyone this year will receive the 2% increase to their rate, even those “red circled” employees whose pay rate is at the max for their grade. While the red circle practice is sound compensation policy, we decided to suspend it this year primarily to ensure higher employee satisfaction. We fully expect to go back to the red circle policy and lump sum merit increases in 2011.

If you are not sure what red-circled rates are, read on. Generally, employees who are at the max of their salary grade are referred to as red-circled. The compensation concept here is that every position has a minimum and maximum “worth” as represented by the pay grade. The max of the grade represents the most an organization should pay to anyone in that position. For red-circled employees, it can be a bit demoralizing to receive no money at the time of their performance evaluation, so instead, they receive a lump sum. It represents the same amount of money as if it had been added to the rate, but all at one time, instead of over the coming year. It is actually given in advance. Please keep in mind that the max of the pay range can change from time-to-time, so employees may get a lump sum one year, and a regular merit increase another year. They may not be stuck in “red circle land” forever—it depends on labor market conditions and our ability to pay.

The lump sum is calculated by multiplying the % increase earned by the current pay rate. We then multiply that amount by the number of hours worked in a year, based on the current hours on record. Here is a sample calculation for someone who earns \$14/hour, whose pay grade max is \$14, who works 80 hours a pay period (2080/year) and who earned a 2% merit increase:  $\$14.00 \times 2\% = \$.28 \times 2080 = \$582.40$ . In this case, the employee's rate would stay at \$14, but they would receive a \$582.40 lump sum.

In the past year, the HR department has been doing a lot of work studying our pay grades, salary surveys and our methods of placing people in grades, so plan on hearing more education about compensation in the future. We want to make sure we keep you in the loop!

As always if you have any questions, contact HR.

—Cass Tilliman  
Director of Human Resources

## Keeping Our Cool on a HOT, HOT Day!



*Kirkhaven's 5th floor neighborhood moved their picnic inside to the gazebo area, staying nice and cool on this 90+ degree dog day of July. The scrumptious menu included hamburgers, hot dogs, baked beans, corn-on-the-cob, macaroni salad, watermelon, lemonade, and cookies. A big shout out to Therapeutic Recreation and the 5th floor staff for making the neighborhood picnic such a big success. Thank you for all your hard work and dedication.*

## Pathways Update: **What is the Steering Team?**

The Steering Team is composed of people who do the research—through reading, attending workshops and visiting communities engaged in true culture change. At this time, it is composed primarily of staff who were formerly on the Kirkhaven Leadership Team. The Team meets every other Thursday morning to consider how to steer Kirkhaven (all of us) toward true culture change. Through their efforts, we have been introduced to the Pioneer Network, the Eden Alternative (31 Eden Associates to date!), Beechwood, Garden Spot and Meadowlark Hills. We have discovered learning circles, soil warming, and the neighborhoods and households concept of living and working. We've gone "bibless" and enhanced our dining experience for Elders. We've engaged in Diversity/Conversity conversations and through Residents' Rights in-services, we have embraced our Pathways Commitment for Meaningful Living and the Kirkhaven Way of being.

The Steering Team listens, guides and communicates expectations. Through Communication Team meetings, Neighborhood meetings, Soil Warming, Pathways Education, *The Link* and one-on-one dialogue, we all learn and grow together—albeit at our own individual pace. The Steering Team establishes the guidelines that enhance our efforts and keep us all on the same page. They also work to best allocate our limited resources to get the "biggest bang for our buck".

To succeed, the Steering Team must be supported by the staff throughout Kirkhaven with a shared vision and desire to transition Kirkhaven from an institution to a home. It is not easy; we all have many responsibilities and distractions, and we all have many years of functioning "institutionally" to overcome. A Steering Team is not a group of people telling everyone else what to do. It is about empowering all voices, considering as many perspectives as possible, encouraging involvement, listening to suggestions, feedback and opinions, and weighing what is best for the whole.

Culture change is exciting! It is never finished and it never stands still! Even when the road is bumpy and the future not as certain as we like, the team's task is to keep steering us in the right direction, on the right Path.

—Paula Henry, Director of Social Work

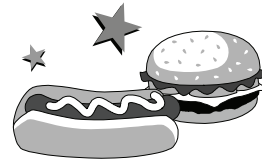
## **Congratulations Graduates!**



*Valley Manor's housekeeping team is celebrating two high school graduations. **Idelett James-Clarke** just returned from a two-week visit to her hometown of Montego Bay, Jamaica to attend her daughter Okilia's ceremony and **Angela Wright's** son Robert Holmes just graduated with honors from Edison Tech and received a scholarship to Syracuse University!*

# HR

## **Employees Plan Their Summer Picnics**



Now that the austerity budget has been lifted at Kirkhaven, a new self-led team has formed, with Worce Thomas as the leader, to plan and implement a summer picnic for Kirkhaven employees. Interest is running high for a picnic at Seabreeze, so let's see what the team comes up with!

This team, and all self-led teams, are given parameters to guide their plans. For example, this project includes a \$3,000 budget and requires employee input.

Each self-led team also includes specific roles for each of the team members such as leader, welcomer, coach, timekeeper and scribe. The code of conduct is read and adhered to at each meeting—one person speaks at a time; no interrupting; everyone has an opportunity to speak; what happens in the room, stays in the room; validate each other and be honest.

**Valley Manor employees** had an opportunity to offer input for their summer picnic in the form of a survey. The results indicated that VM employees would like an on-site picnic and a team is in the process of planning that event. The VM Picnic committee members are: Eric O'Connell, Brent Coward, Gail Reeves, Joan Batzold, Dave Sliney, Shawn Noakes, Angela Wright, and Bonita Williams. The next meeting will be on Wednesday, July 14 at 2:00 p.m.

Should be a fun summer at both communities—stay tuned for details!

## **Baby Mueller!**



*Congratulations to Amy (Finance Dept) and Jeremy Mueller on the arrival of **Ronan James**, July 3, 2010!*

# 2010 Length of Service Honorees

*Now that the austerity budget is behind us, Human Resources is busy planning this year's LOS recognition. We are planning on a September celebration, most likely at Oak Hill Country Club again. It is a beautiful venue with great food and impeccable service. The following is the list of employees who will be honored this year. We develop this list by calculating all employees who reach a service milestone by September 30, 2010.*

## **25 Years of Service**

Janet McDonnell, Therapeutic Recreation, Kirkhaven  
Cheryl Smith, Administration, Valley Manor  
Rena James, Nursing, Kirkhaven  
Delores Davis, Nursing, Kirkhaven  
Mary Scorsone, Finance, Corporate Support  
Terri Abrams, Nursing, Kirkhaven  
Mary Davis, Reception, Kirkhaven

## **20 Years of Service**

Chris Westbrook, Facilities, Kirkhaven  
Frank Parsons, Maintenance, Valley Manor  
Jean Boyle, Development, Corporate Support  
Gloria Graham, Nursing, Kirkhaven  
Mary Shipmon, Nursing, Kirkhaven

## **15 Years of Service**

Earnestine Glover, Nursing, Kirkhaven  
Linda Wright, Food Service, Kirkhaven  
Cherie Barclift, Nursing, Kirkhaven  
Chris Forbes, Nursing, Kirkhaven  
An Ly, Food Service, Valley Manor  
Tammy Dubuisson, Nursing, Kirkhaven  
Vivian Cruz, Nursing, Kirkhaven  
Priscilla Smith, Nursing, Kirkhaven

## **It's time to re-pot!**



**The Sage Project** herbs need to be transplanted into mugs and labeled pots for sale at the Park Ave Festival August 8 & 9. We are also still looking for donated herbs from home gardens to help fill out our inventory. The

committee is meeting on Thursday, July 15, to nail down details. If you want to volunteer or need more information, **contact Cass at Kirkhaven and Cilla at Valley Manor.**

## **10 Years of Service**

Toshia Rolle, Day Program, Valley Manor  
Amanda Terry, Nursing, Kirkhaven  
Jennifer Brown, Nursing, Kirkhaven  
Tammy Nace, Resident Services, Valley Manor  
Addie Garrie, Finance, Corporate Support  
Corinne Wegman-Stanley, Nursing, Kirkhaven  
Delores Dixon, Nursing, Kirkhaven  
Sheila Hunley, Nursing, Kirkhaven  
Jennetta Rogers, Nursing, Kirkhaven  
Terry Kirschbaum, Assisted Living, Valley Manor  
Robyn DiFrancesco, Therapeutic Recreation, Kirkhaven  
Tom Post, Security, Valley Manor  
Gail Wilson, Nursing, Kirkhaven  
Nadine Murray, Nursing, Kirkhaven  
Leandra Reeves, Food Service, Kirkhaven  
Etta Patterson, Nursing, Kirkhaven  
Sam Washington, Maintenance, Kirkhaven

## **5 Years of Service**

Trevor Stephens, Security, Valley Manor & Kirkhaven  
Phyllis Parker, Nursing, Kirkhaven  
Rodney Smith, Food Service, Valley Manor  
Lavonte Davis-Love, Food Service, Valley Manor  
Doreen Stewart, Housekeeping, Valley Manor  
Jeremy Overacker, Food Service, Valley Manor  
Melvis Roman, Laundry, Kirkhaven  
Dave Large, Transportation, Valley Manor  
Michele Cone, Nursing, Kirkhaven  
CaSandra Reid, Food Service, Kirkhaven  
Thomas Davis, Laundry, Kirkhaven  
Jose Ruiz, Housekeeping, Kirkhaven  
Vanessa Ruiz, Housekeeping, Kirkhaven  
Donnella Fontenot, Nursing, Kirkhaven  
Carmella Service, Nursing, Kirkhaven  
Rebecca Sager, Administration & Reception, Kirkhaven  
Julie Connelly, Nursing, Kirkhaven  
Marie Colangelo, Finance, Corporate Support

# Musicfest Adds Arts to Its Roster



**July 20 - 22**  
**11 a.m. to 3 p.m.**

Tues - Johnny Matt Big Band  
Wed - Air de Cour Chamber Ensemble  
Thurs - Poppa Joe's Crawfish Stew  
Dixieland Band

**Rain or Shine!**  
**Free & Open to the Public!**

The marketing team is pleased to announce that this year's annual public event "on the lawn of Valley Manor" is now an *Arts and Musicfest*! The addition of Visual Arts to the concert schedule is the result of a new collaboration between Seniorsfirst and Artisan Works, a not-for-profit community art outreach project and venue located near Valley Manor.

In addition to hosting catered events in its 21st Century "art space" on Blossom Road, Artisan Works supports developing artists through an artist-in-residence program. Artisan Works is committed to bringing the Arts to everyone in the community, especially those who because of age, infirmity or disability, would otherwise not have the opportunity. Artisan Works projects are far more than exhibitions; art is an interactive experience in which the audience participates.

For this year's Seniorsfirst Arts & Musicfest, Artisan Works is sponsoring April Stein, one of their very gifted regional artists. Ms. Stein will be painting a signature piece throughout all three days of the festival, offering the public an opportunity to meet and greet as the painting comes together. The finished piece will be showcased at a later event.

To accommodate the inclusion of vendors and arts, the festival grounds will be open July 20, 21, 22 from 11 a.m. until 3 p.m., with the concerts starting at 12:30.

Many thanks in advance to all the employees from Valley Manor and Kirkhaven who will be helping to make this 9th year a big success! (And watch for the new TV ads!)

Notes from *Cheryl Smith*, Exec. Director of Valley Manor

- Valley Manor is pleased to welcome our new cook, Ms. Shannon White (pictured at right). Shannon comes to us from The Hilton Hotel in Pittsburgh, where she received her training at *Le Cordon Bleu Culinary Institute*. Shannon is very excited to move back to Rochester after an absence of 25 years, to be close to one of her sons and her grandchildren. Please stop by and introduce yourself and welcome her to the Seniorsfirst family!
- Don't forget our regular Employee Meetings will be held on Monday, July 19 at 10:00 a.m. and 4:00 p.m. Jot down any ideas or complaints on the flip chart in the Do-Drop ahead of time for discussion.
- Walker Pond in the VM courtyard now has koi in residence again! Netting has been installed over the water's surface to prevent any poaching by hungry birds.



## CLASSIFIED ADS

**FOR SALE:** Corner Unit Computer Desk, Asking \$70. Contact Pauline in VM House-keeping. (photo at right)



**FOR SALE:** GE 4-burner gas range, bisque color. Good condition, 5 yrs old, works well. \$100/BO, contact Sandy Donato at 770-1880.

*eLINK* accepts employee ads for sale items, lost & found notices, and community fund raising events. Photos may be included. We cannot publish ads for private businesses, nor will we accept ads that discriminate on the basis of race, nationality, religion, gender, etc. Contact Cilla at [cdrinkwater@seniorsfirst.com](mailto:cdrinkwater@seniorsfirst.com) or 770-1954.



# Seniorsfirst Salutes

The evening and night shift nurses and CNAs would like to thank **the Caregiver Week Committee** for the wonderful events of Caregiver Week. We appreciate their hard work!

*Thanks, Terri*

**Thank you to Bounce Studio**, located in Marketplace Mall, which donated their exercise/dance (hip hop, zumba, turbo kick) services to help celebrate Nursing/CNA week. If anyone is interested in more information, flyers are located in the staff dining room. Also, a big thank you to Eugene (Tin Man) and Spoons who came and taught us some break dancing moves. And of course we must thank Jolene for Video taping the whole event!!! Thanks to the committee who made this possible, not only for the Nursing department, but included everyone in the festivities. Last but not least, thanks to all the “movers and shakers” who joined the dance floor Friday morning to put on a show for the residents!—*Robyn:*)



## Please sign up for Kirkhaven Kitty Kare!

We are still in need of a few more helpers to care for the cats. If you are able to help on the following dates please let me know.

Aug 16 - 20	Smokey & Wimpy
Aug 30 - Sept 3	Smokey & Wimpy
Sept 6 - 10	Smokey & Wimpy

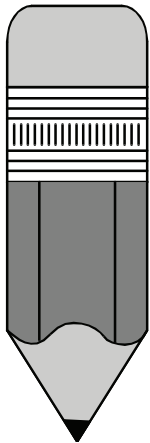
Thank you!

—*Helen Bennett,*

*Co-Director of Therapeutic Recreation*

## Mark Your Calendars!

The Alzheimer’s Association Memory Walk is coming up on **September 25** at Mendon Ponds Park, Route 96. Come walk or support a walker with a contribution! Contact **Janet McDonnell** in Therapeutic Recreation for more details.



# New Hires

Erica Calvin	CNA	Kirkhaven
Sheena Cardoza	Kitchen Aide	Kirkhaven
Janet Chambers	CNA	Kirkhaven
Starr Duvall	CNA	Kirkhaven
Suzanne Noble	HIM Ass’t	Kirkhaven
Alexander Reich	Receptionist	Kirkhaven
June Weltzer	Music Therapist	Kirkhaven
Samontra Williams	CNA	Kirkhaven



## AUGUST BIRTHDAYS

1	Sharon Dixon	CNA/Kirkhaven
	Addy Garrie	Billing Rep./Kirkhaven
	Tamiko Marshall	CNA per diem/Kirkhaven
4	Katrina Burton	CNA per diem/Kirkhaven
5	Luis Nieves-Albarran	Dishwasher/Valley Manor
6	Ada Cartegena	CNA per diem/Kirkhaven
	Keisha Wright	CNA per diem/Kirkhaven
7	Charmaine Adams-Reid	RN Spvsr./Kirkhaven
	Robyn DiFrancesco	Ther. Rec. Coordinator/Kirkhaven
	Renee Eberling	MDS Coordinator/Kirkhaven
8	Jo-Shuna Jones	LPN per diem
9	Jeanetta Rogers	LPN/Kirkhaven
10	Melonie Reid	Server/Valley Manor
11	Arnold Curry	Main. Mech./Valley Manor
12	Angelino Torres	Maint. Tech./Kirkhaven
14	Corrine Wegman-Stanley	LPN per diem/Kirkhaven
15	Susan Conolly	RN/Float Nurse/Kirkhaven
	Eileen Gates	CNA/Kirkhaven
16	Angela Anderson	CNA/Kirkhaven
17	Terry Kirschbaum	Lead Res Aide/Valley Manor
	CaSandra Reid	F&NS Aide/Kirkhaven
18	Sheryl Draper	LPN per diem/Kirkhaven
19	Thomasina Gainey	LPN/Kirkhaven
20	Mary Ellen Hayden	Sr. Receptionist/Kirkhaven
21	Alicia Conheady	Server/Valley Manor
	Felicia Mitchum	CNA per diem/Kirkhaven
22	Rose Dearing	LPN per diem/Kirkhaven
	Worce Thomas	Housekeeper/Kirkhaven
23	Emeka Akpaka	F&NS Aide/Kirkhaven
	Shericka Collins	Unit Secretary/Kirkhaven
24	Lakesha DeVoe	CNA/Kirkhaven
	Janet McDonnell	Ther. Rec. Coordinator/Kirkhaven
28	Nadine Murray	CNA per diem/Kirkhaven
	Doreen Stewart	Housekeeper/Valley Manor
29	Diann Williams	CNA/Kirkhaven
30	Deloris Dixon	CNA/Kirkhaven
	Jeanette Garnes	CNA/Kirkhaven
	Chanese Glanton	LPN per diem/Kirkhaven
31	Toni Murray	LPN per diem/Kirkhaven
	Samuel Washington	Maint. Ass’t./Kirkhaven
	Diana Wilson	CNA/Kirkhaven