

11/17/11

The Economy Challenges Valley Manor

The tough economic times have impacted all of us and we are feeling the impact here at Valley Manor, similarly to most other independent living facilities. Our normal apartment turnover is creating vacancies that our new resident move-in pace can't keep up with. As a result, our occupancy has fallen and created a gap between our operating income and operating expense.

We are optimistic that like the economy, our occupancy will improve in time and we continue to work diligently to that end. However, in the interim, we need to close our operating deficit gap by realigning our costs and services consistent with our competition and lower occupancy level.

While this will likely involve some reductions in workforce as well as modifications to resident services levels, we are confident that we can close the gap without sacrificing service quality. Any reductions in workforce will be guided by our standard policy and procedures to ensure a fair and respectful process. Details will be communicated to staff by December 1st and made effective January 1, 2012.

While it is unfortunate that these measures are necessary, they are the fall-out of the current economic times. I encourage you to meet with your supervisor if you have questions or input. We will keep you apprised of any developments as we work towards the final plan and implementation.

—James E. DeVoe



Clocking in for 25 YEARS!

Elizabeth Gordon (Kirkhaven) and Mariblanca Rosario (Seniorsfirst Day Program) take the prize as "longest running" staff at the Length of Service Recognition Luncheon held in October at the Oak Hill Country Club!

Everyone Needs to Be Part of the Conversation!

Kirkhaven's culture change journey is moving ever closer to household living. Our commitment as household teams is to create a home where elders, and those closest to them, direct their own daily lives. To achieve this, every neighborhood needs time for team building, relationship building, Learning Circles and general discussion—and its very important that everyone gets a chance to participate.

In pursuit of these goals, the 3rd floor neighborhood staff is meeting for 45 minutes on Wednesdays at 10:00 a.m. In order to free the staff for this 45-minute opportunity, we need other staff volunteers to be with the elders during this time. It is a great opportunity for auxiliary staff to spend time with and get to know individual residents. People who have helped so far seem to really enjoy it. The meeting is close by in the Family Room, so we are easily reached if needed.

The Steering Team is already providing the evening coverage, so we need additional volunteers to help during the day. We are presently in need of volunteers for the remainder of November. Consider inviting a peer from your department with whom to buddy up and cover together. If enough people volunteer to help, we can insure everyone the opportunity to participate in the culture change conversation!

—Paula Henry

Win a Basketful of Goodies **hr update**

The Kirkhaven resident neighborhoods are raising funds with two huge raffle baskets, stuffed to the gills with goodies!

#1 The Harvest Basket contains:

- \$75 Wegmans Card,
- \$25 Cheesecake Factory Card,
- Turkey Platter,
- Yankee Candle with Glass Shade,
- Gravy Boat,
- Napkin Rings,
- Cutting Board,
- Salt & Pepper Shakers,
- Wine,
- Assorted Liquors,
- Coffee,
- Cookies,
- Holiday Dish Towels,
- Throw Blanket,
- Movie & Lottery Tickets,
- Movies,
- \$25 Carrabba's Dinner Certificate.

#2 The NFL Basket contains:

- \$75 Longhorn's Certificate,
- \$15 Red Lobster Card,
- \$10 Wegmans Card,
- Lottery Tickets,
- Money,
- Beer,
- Jello Shots,
- Beer Mugs,
- Football Snacks,
- NFL Football,
- Blanket,
- Large Cooler Tote.



Tickets are just \$3 each, and will be available through Kirkhaven's front desk, and from Amy Mueller in the Valley Manor's finance office. The drawing for the first raffle, the Harvest Basket (pink tickets), will be held Nov. 22. The NFL Basket (blue tickets) will be raffled off on Dec. 8. *Please note: if someone under the age of 21 wins, non-alcoholic beverages will be substituted for the wine, beer and liquors.*

Kirkhaven Employees and Volunteers Are Cordially Invited to the 2011 Holiday Buffet!

With so many things to be thankful for, this is our way of thanking all of you, for your hard work & dedication you've shown throughout the year!

Please join us Thursday, December 08, 2011 in The Assembly Room (Dress Down Day). A Hot Buffet will be served at the Following Times:

- Days: 11 am-1:30 pm
- Evening: 4:30 pm-7:30 pm
- Nights: Midnight-1 am (Thursday to Friday)

Valley Manor's holiday dinner will be the following week, on Thursday, Dec. 15. Watch for details!

It's Open Enrollment Time

If you are a benefits-eligible employee, you will be receiving your 2012 Open Enrollment Packet on November 17. Please plan to attend one of the information meetings listed below. If you would like to schedule a private conversation with HR, please contact Joan at Valley Manor (770-1962) or drop by the Kirkhaven HR office during the office hours.

All eligible employees must complete and return their enrollment form, whether or not they are making any changes. Deadline is 12/9/11.

Information Meetings:

VM Ed Ctr

- Thurs., 11/17 11 AM
- Tues., 11/22 3:30 PM

KH Assembly Rm

- Thurs., 11/17 11 AM
- 8 PM
- Midnight
- Tues., 11/22 1 PM

New Hires



Romano Ballatori	Dishwasher	Valley Manor
Lamar Blue	Hskp Ass't	Kirkhaven
Melissa Pernesky	RN	Asst. Living
Robert Watt	Program Ass't	SF Day Prgm

Help Decorate Kirkhaven for the Holiday Season



Calling all children, nieces, nephews, sisters, brothers, and grandkids of Seniorsfirst employees!!

We are looking for your homemade pictures, coloring book pages, cards, or any homemade decorations. HR has also copied a page for kids to color, just pick one up in the SDR.

Bring your art work to Human Resources and be sure it includes:

- employee's name,
- child's name
- child's age.

Please submit decorations by Dec. 5!

Thank you—

“I want to thank all my Kirkhaven friends and “family” for all the love and support you extended to me and my grandmother during her final days. The care and compassion you continue to provide me is very much appreciated during this difficult time”.

~Michelle Killeen, Social Work



DECEMBER BIRTHDAYS

1	An Ly	Cook	Valley Manor
3	Sandra Balkum	Kitchen Aide	Kirkhaven
	Trevor Gillespie	F&NS Aide	Kirkhaven
5	Leonard Edmonds	per diem CNA	Kirkhaven
6	Cherie Barclift	CNA	Kirkhaven
8	Scott McClary	F&NS Aide	Kirkhaven
9	Salonda Palmer	F&NS Aide	Kirkhaven
11	Mary Scorsone	Payroll Mgr	Kirkhaven
12	Annette Washington	Housekeeper	Valley Manor
13	RaeMary Nancy	Emp/Vol Recruiter	Kirkhaven
14	Theresa Sponhouse	F&NS Aide	Kirkhaven
	Janaiy Wiggins	Housekeeper	Valley Manor
16	Kristin Benjamin	Server	Valley Manor
	Carol Hill	CNA	Kirkhaven
	Barbara Sheeler	Dir. of Training	Kirkhaven
	Cassandra Tilliman	Director of HR	Seniorsfirst
18	William Scott	per diem CNA	Kirkhaven
22	Richard Pradia	F&NS Aide	Kirkhaven
	Tamika Thomas	Server	Valley Manor
25	Rhonda Davis	Staffing Coordinator	Kirkhaven
	Julia Horace	Housekeeper	Kirkhaven
28	Sharon Jones	Housekeeper	Kirkhaven
30	Shannon Singleton	per diem CNA	Kirkhaven



NOTICE: Kirkhaven Vaccinations

The New York State Department of Health requires all Kirkhaven employees who do not receive a Flu Vaccination to sign a Refusal Form.

Refusal Forms are available in the Bonnar Room and the Nursing Office, and must be signed and delivered to Barb Sheeler by December 9.