



July, 2013

## Welcome!!

Welcome to the first edition of UCP's Employee Newsletter. This is **YOUR** newsletter so please send Joe Wood or me any suggestions, ideas, and/or stories that you would like to have included. Questions can also be addressed and answered through this format if it is felt that the questions are relevant to the group as a whole. As you can see above, the name (and logo) for the newsletter was chosen among almost 50 entries. There were many great suggestions for names so it was not an easy decision. WHAT'S UP UCP?? was submitted by Claire Mahon who is the winner of the \$100 VISA card. A drawing was held on July 17<sup>th</sup> of all the names of those who participated in the "Name the HR Newsletter" contest. Renee White drew the winning name of Michele Hill for the \$25 VISA card. CONGRATULATIONS to both of you and thanks to everyone who participated.

To the left are the types of articles we are thinking we will focus on each quarter, but your suggestions and ideas may change these as we develop the structure of this quarterly publication. I am looking for volunteers who would be willing to be profiled here to help us all learn more about one another and to appreciate the background and experiences we all bring to UCP as well as to learn a little about our lives outside of the Agency.

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*We will strive to be  
informative, inclusive,  
and thankful.*

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## Trish Talk

Dear UCP Staff Members,

I am very excited to contribute my thoughts in the "Trish Talk" section of our new employee newsletter. It will give me an opportunity to share agency updates with you and to keep more closely in touch.

I remember when I joined UCP 12 years ago as its Director of Human Resources. We were small enough that I knew everyone's name. Not only do I miss that personal connection to so many of you, but our growth has also limited the frequency and type of communication we had when UCP employed 130...versus the 285 of you we employ today. Growth is good in that we serve and employ more in the community. However, it is important that we, as your employer, regularly communicate with you. Memos attached to your pay stubs can only go so far!

It is my hope that this newsletter will fill that gap. We will strive to be informative, inclusive, and thankful. I will share with you the agency's successes, opportunities, and challenges. Please know that you are welcome to call me or stop into my office at any time. I welcome your feedback and ideas and I appreciate your contributions of hard work, your client-centered attitudes, and your support of all that UCP does.

I want to thank Colleen Bennett, our Director of Human Resources, who volunteered to take on this extra responsibility. It is one of many examples of UCP employees going "above and beyond" what is required of them.

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*Do you help to make our  
work place secure?*

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## Employee News

The Cleveland Clinic Police Department reminds us that a safe workplace starts with you. Here are some safety tips to keep in mind at work:

Do you help to make our work place secure?

1. Did you lock your car when you left it in the parking lot in the morning?
2. Do you know the locations of the fire exits in your area in the building?
3. Do you keep your purse and valuables in a drawer or locker instead of on a table or in an open area?
4. If something suspicious or frightening happens, a stranger loiters near the door, a burglary, or a bomb threat, do you know the phone number for the CCF Police Dept. (444-2250 for non-emergency and 444-2222 for an emergency)?
5. Do you shred important or confidential papers before discarding?
6. If you are working late, do you call the CCF Police to escort you to your car (444-2250)?
7. Do you leave any valuables in plain view inside your car?

## Focus on Wellness

**Weight Watchers at Work.** Are you trying to lose weight? Could you use some extra motivation and inspiration by a WW Leader? If there is enough interest we could bring a WW meeting to UCP. WW requires a minimum of 15-20 employees to start an "At Work" program. The time of the meeting is flexible and could be held at the close of the day for 30-45 minutes. Please contact me if you have any interest in this program. The cost varies depending on the plan you choose. If you are on our medical insurance, Medical Mutual will reimburse you for a Community or an At Work Program \$50 for attending 11 of the 13 week program and \$75 for attending 15 of the 19 week program.

**Quit Smoking.** Are you ready to live a healthier and happier tobacco-free life? Medical Mutual offers the SuperWell QuitLine, a free tobacco cessation and coaching service that can help you quit. You access the QuitLine over the phone and a trained Smoking Cessation Coach will help you develop a plan of action with a target quit date. For those not on our health insurance, there is The *Freedom From Smoking*<sup>®</sup> group clinic offered by the American Lung Association. This includes eight sessions and features a step-by-step plan for quitting smoking. Each session is designed to help smokers gain control over their behavior. For an online version of this successful program, you can use [Freedom From Smoking<sup>®</sup> Online](#) and get started today. Both of these programs are free. Please contact me if you are interested for more information.

## Agency Highlights & Historical Facts

As evidence of our successful progress, UCP was recognized as a member of the 2013 Commission 50. The Commission 50 designation recognizes the 50 organizations with the highest combined scores on board, senior management, workforce, and supplier diversity on the Commission's most recent Employers' Survey on Diversity. Trish received a congratulatory letter from the Commission on May 2<sup>nd</sup>.

**DID YOU KNOW?** In 1999, our Adult Day Support program started with only 24 clients in only one location here in Wolstein. This program has experienced tremendous growth since that time due to our strong management team and outstanding staff. As of June 30, 2013, there are three locations and 76 clients were served in our Wolstein and Westlake locations and 9 clients in our Highland Hills location which was just opened on 10/22/12. CONGRATULATIONS AND THANK YOU to all our hard working ADS staff!!



## Employee Profile: Eula Ott

Eula is a Program Manager for UCP's Edendale and Memphis group homes. If any of you have noticed a car in the UCP Employee Parking Lot bearing Illinois license plates, you will know where Eula is from. She was born and raised on the West Side of Chicago and learned of UCP through a help wanted ad we ran on Indeed.com. Eula earned her Bachelor's degree in Board of Governor's/Biological Science from Chicago State University, a Master's degree in Human Services Administration from National-Louis University in Chicago, and a teaching certificate from Northwestern University. She was a QMRP/Supervisor with Progressive Housing, a Team Leader/Supervisor with Ada S. McKinley Community Services, and a Teacher and Enrichment Specialist for 2<sup>nd</sup> and 4<sup>th</sup> graders in the Bronzeville Lighthouse Charter School. She said what she likes the most about working at UCP is the genuineness of the staff and having such a supportive boss who leads by example which motivates her to continue to do her best for her staff and for the clients.



*Eula Ott, Program Manager*

When she relocated to Cleveland, there were no available apartments in the area so she lived in a hotel in Mentor for a month prior to relocating to an apartment in downtown Cleveland. She is the youngest of nine siblings and the first in her family to move outside of the Chicago area. Eula is a professional singer and recorded a CD years back. She also plays the piano and is a songwriter who has material for another CD which she hopes to record sometime in the future. She was very active in her church back in Chicago and was a music teacher and choir director there. When she left Chicago, her church held a musical fundraiser, Everything Must Change, in her honor. Her Church member "family" wrote songs and sang to her, performed dance numbers (including ballet), and read poetry to show their love for her. They even raised \$1,000 as a farewell gift to her. They certainly didn't make it easy for her to say goodbye to her life in Chicago, but their loss was definitely our gain.

## HR News and Notes

We are already half way through 2013. Hard to believe how quickly this year has passed. I want to remind everyone that you cannot carry over vacation days so if you have not scheduled the balance of your vacation and received approval from your manager, you need to do this as quickly as possible. The holiday season is the most requested time off for vacations. Policy 502.1, Comment (8) states: "Vacations are not cumulative and normally must be taken in the vacation year for which they are determined. The employee will not be paid for unused vacation remaining at the end of the vacation year."

If you signed up for Short-Term Disability (STD) benefits, there may be some misunderstanding on WHEN your benefits become effective. Your benefits are effective immediately on the first of the month following your benefit application unless your disability is for a pre-existing condition. A pre-existing condition is defined as any condition for which you received medical attention in the 12 months prior to your STD enrollment. If your disability is due to a pre-existing condition, benefits are not payable until 1 year and 1 day after your coverage became effective. Any other condition would be covered after the 2 week elimination period has lapsed if you had not sought medical treatment for it prior to enrolling in the STD insurance. Please see me if you have any questions.

In addition to advising UCP staff of policy changes and/or reminders, this section of What's Up UCP? will also be used as a question and answer column. Please send questions that you want Human Resources to answer. If one employee has a question, it is likely that other employees may have the same question.

## Birthdays

### July

Allison Fifolt-7/1  
 Romeshya James-7/1  
 Kashina Minor-7/3  
 Shawn Dunnican-7/6  
 Lindsey Sykora-7/8  
 Jewel Owens-7/10  
 Greg Zaryk-7/11  
 Eben Young-7/12  
 Robert McLain-7/12  
 Queen Collins-7/14  
 Esther Winn-Billingslea-7/16  
 Leah Mason-7/17  
 Michelle Crowley-7/17  
 Carmen Martinez-7/18  
 Nancy Rodriguez-7/20  
 Tiara DosReis-7/20  
 Alexis Vaaitekunas-7/29  
 Camille Mason-7/29  
 Kristie Stradtman-7/31  
 Lindsey Tharp-7/30

### August

Winifred Tubbs-8/2  
 Lillian Guerra-8/4  
 Albert Hawkins-8/4  
 Celia Chesnick-8/6  
 Melissa Hollowell-8/7  
 Donna Woods-8/8  
 Mietta Roberts-8/8  
 Ken Juan Johnson-8/8  
 DeAnna Daniels-8/9  
 Thomas Donovan-8/9  
 Karen Jones-8/9  
 Eula Ott-8/11  
 Carrienne Raymond-8/11  
 Ina Bailey-Brown-8/14  
 Jeremy Tuss-8/16  
 Jill Wozniak-8/17  
 Aretha Johnson-8/18  
 Laura Way-8/20  
 Michelle Sprinzl-8/22  
 AlvaMarie Pore-8/23  
 Katie Schultz-8/24  
 Mary Ellen Rhein-8/25  
 Tiffany Thornton-8/25  
 Orleana Smith-8/26  
 Jean Ezelle-8/29

### September

Jacalyn Florman-9/1  
 Gervia Lane-9/1  
 Mikki Freeman-9/3  
 Clarenceana Montgomery-9/4  
 Megan Lupica-9/8  
 Yatanya Humphrey-9/9  
 Shantiea Perkins-9/9  
 Tricia McKellar-Clarke-9/14  
 Tasha Davis-9/17  
 Intesar Taye-9/19  
 Diana Karan-9/19  
 Julie Perry-9/19  
 Teasha Younger-9/22  
 Juanita Darden-9/24  
 Richard Pickett-9/29  
 Michelle Hintz-9/29  
 Janet Bibbins-9/30

### August-continued

MaryRose Pieffer-8/24  
 Adrienne Blair-8/24  
 Antoinette Hardaway-8/24  
 Mary Ellen Rhein-8/25  
 Carla Stafford-8/26

Please advise me if you prefer to not have your birthday listed in this newsletter.

## Anniversaries

### July-Date & # of Yrs.

Katriccia Wheeler-7/9 - 6  
 Jean Ezelle-7/9 - 6  
 Talenna Brown-7/12 - 3  
 Michelle Lee-7/13 - 4  
 Lakesha Porch-7/13 - 4  
 Jennifer Poole-7/19 - 9  
 Stephanie Dimmings-7/23 - 1  
 Teasha Younger-7/23 - 1  
 Sonia Taye-7/23 - 17  
 Maria Stearns-7/23 - 1  
 Charis Parr-7/23- 1  
 Ina Bailey-Bryan-7/24 - 27  
 Desmond Robinson-7/25 - 2  
 Jewel Owens-7/25 - 2  
 Donna Leader-7/28 - 10

### August - Date & # of Yrs.

Pamela Carter-8/6 - 6  
 Annie Wilson-8/9 - 14  
 Paul Soprano-8/12 - 11  
 MaryRose Pieffer-8/13 - 1  
 Julianne Houska-8/13 - 1  
 Richard Pickett-8/13 - 1  
 Jennifer Soros-8/15 - 2  
 Ericka Coleman-8/20 - 6  
 Eula Ott-8/20 - 1  
 Tracy Lee-8/22 - 8  
 Kali King-8/22 - 2  
 Erika Dicken-8/23 - 3  
 Heather Hoffman-8/23 - 3  
 Richard Falconer-8/23 - 3  
 Cynthia Johnson-Grant-8/23 - 3  
 Natalie Kutina-8/26 - 11  
 Tammy Gibson-Willet-8/27 - 5

### September - Date & # of Yrs.

Maxine Fentress-9/1 - 13  
 Mary Lynne Koha-9/2 - 5  
 Nancy Rodriguez-9/2 - 5  
 Laurene Sweet-9/4 - 6  
 Jeanette Haralson-9/10 - 6  
 Claire Mahon-9/10 - 6  
 Jamal Sanni-9/12 - 2  
 Ashley Townes-9/12 - 2  
 Queen Collins-9/13 - 9  
 Karen Jones-9/13 - 9  
 Linda Mays-9/14 - 4  
 Jamie Top-9/14 - 4  
 Nicole Greice-9/14 - 4  
 Alice Hrezik-9/20 - 14  
 Pam Butler-9/22 - 10  
 Kristie Stradtman-9/24 - 1  
 Le'Teria Pruitt-9/24 - 1  
 Saree Leimsieder-9/24 - 1  
 William Basenback-9/24 - 1  
 Leah Mason-9/26 - 8  
 Mae Logan-9/26 - 2  
 Charletta Hill-9/26 - 2  
 Chiquita Russell-9/26 - 2  
 Eric Tate-9/26 - 2  
 Patricia Philpotts-9/28- 4

### JULY 2012

S	M	T	W	T	F	S
	1	2	3	4	5	4
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### AUGUST 2012

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### SEPTEMBER 2012

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					