



February 2024

an internal employee newsletter

A Message From Our CEO

Hello everyone!

I hope that everyone has started the new year off well and that you are back to the flow of work. What a great time to see how we achieve the expected outcomes that measure our agency effectiveness and overall quality of services provided. Take some time to reflect and also speak with peers and supervisors about how you can guarantee that all goals are hit each month.

Finally, this time of year we see increases in numbers of all illness - COVID, flu, etc. - so please make sure you are taking the necessary precautions to help prevent the spread of these. You can read more in the HR section below.

Thank you for all you do and take care!

Sincerely,

Tina

Tina M. Patterson
CEO

IMPORTANT DROPBOX UPDATE - **MUST READ!**

Dropbox has a big update happening this weekend and we have some information to share with you on what to expect. You may have seen a few emails from Dropbox recently about being added to folders – no action needed with those and you can just delete them. Please take a moment to read through this email so you are best prepared for the updates. We need **all staff to follow these directions this weekend;**

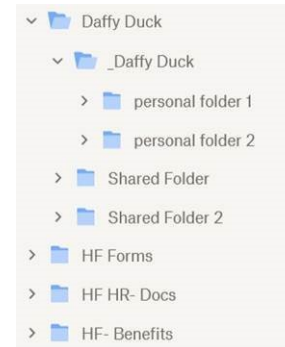
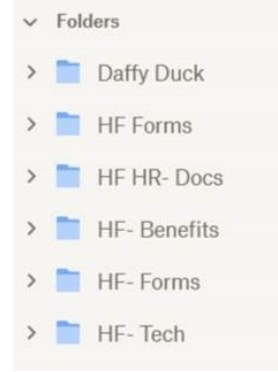
- Laptops: At home this weekend: on Friday night, please leave your laptops on, open, connected to wifi, and plugged in.
- You will need to restart (click your windows icon and click “restart”) your laptop **by Sunday** evening prior to working on Monday. As we do not know how long it may take your computer to reboot after you restart.
- Remote staff with desktops: Please also leave your computer on Friday night and restart as well **prior** to Monday.
- Office staff with desktops: Please restart first thing Monday morning and give yourself plenty of time to allow it to restart prior to your work day. We would recommend that you also bring your laptop in on Monday just in case you may need to use that while your Desktop is restarting.
- **Everyone on Monday morning: please allow some time for locating items in Dropbox you need in case you need to reorient yourself a little. Some folders may look slightly different.**

The main detail of the update- When you first log in after the

Dropbox update this weekend you will see a shorter folder list and some of the folders will have been moved. Below is an example (using “Daffy Duck” as an employee name and some fake folder names) of what you will see as well as a summary of the changes.

- When you log into Dropbox the folders listed are:
 - A folder with your name
 - All “HF” Team Agency folders (These are created by Admin)

- When you click on the folder with your name you will see the following;
 - A second folder with your name- This folder will hold all of your current personal (unshared) folders only you see.
 - You will also see a list of Shared Folders- These are the folders that you have shared with other staff or that someone has shared with you that are not the “HF” agency folders.
 - A sample of Daffy Duck’s list would look like this:



DEI Monthly Focus



Purpose of the DE&I Section

This section is intended to communicate the different observances that occur during the month, but it is not an all inclusive list. If you would like for the DE&I team to include something for a given month, please reach out to [Lee Wagner](#) the month prior.

February Observances and Events

Black History Month is an annual celebration of achievements by African Americans and a time for recognizing their central role in U.S. history. Since 1976, every U.S. president has officially designated the month of February as Black History Month.

National Cancer Prevention Month- actions are taken to lower the risk of getting cancer - maintaining a healthy lifestyle, avoiding exposure to known cancer-causing substances, and taking medicines or vaccines that can prevent cancer from developing.

American Heart Month- a time when all people can focus on their cardiovascular health. Small acts of self-care, like taking walks, getting quality sleep, and cooking healthy meals, help your heart.

Jewish Disability Awareness and Inclusion Month- Jewish Disability Awareness, Acceptance, and Inclusion Month (JDAIM)

World Hijab Day - annual event taking place on February 1 each year worldwide, encouraging women of all religions and backgrounds to wear and experience the hijab for a day and to educate and spread awareness on why [hijab](#) is worn.

National Caregivers Day -February 16, dedicated to healthcare professionals serve those who require long-term or hospice care.

Springfield Updates

As we've entered the winter months, the city of Springfield has begun its winter shelter procedures. There are several levels of criteria used to determine what is open when and who is allowed to access these options.

Homefull's shelter at the Executive Inn is one of the overflow sites where people can find relief from the extreme weather of the season. To accommodate this, beds have been assembled and those in need check in each night. (pictured right)

Our shelter operations continue to progress as we are now sheltering 35 families and 100 children. Meals, laundry, case management and other community advocacy is available to each family with a focus of finding permanent housing.



Construction Update

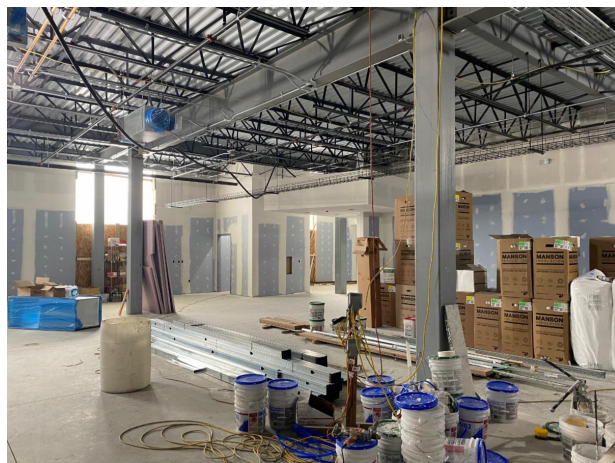


Work continues to progress well as interior finishes have begun, exterior metal panels are being installed and windows are now going in!

Drywall is about 75% completed so the space is really taking shape and starting to show what the final layout will look like when done.

Mechanical rough-ins are coming to an end and painting of the ceilings and mechanical areas has begun.

Ceramic floor tile installation will begin in the medical office soon.



Phase 1 of the elevator - box, gears and motor - is scheduled to be installed this week with final connections and inspection in the spring.

Over the coming weeks the final touches on walls will be completed and the focus will then be on installation of doors, equipment, mechanicals, and other large items.

Final electrical components and grocery refrigeration equipment is scheduled to be installed this summer.

Employment Reminders & Updates

Employment Milestones

From a first year of employment to a 25th year, we have a number of staff to celebrate with milestone employment anniversaries this month. Please join us in congratulating those in bold below in the "anniversary" section.

A reminder that Homefull recognizes these milestone anniversaries with **Financial Bonuses** in the amounts of:

1 Year = \$500

2 Years = \$750

5 Years = \$1,000

And an extra \$500 for every 5 Year increment afterwards!



2024 Holidays

The 2024 Holiday Schedule has been posted to the HR page of the Employee Portal so be sure to mark your calendars accordingly. Reminder that the typical PQI day off - if earned - will also be the last Friday of each month unless it falls during a holiday period. You will also see that the schedule includes a Remote Period during the holiday season of Nov/Dec to help combat the spread of illness as a result of large gatherings.

Annual Benefit Notices Posted

The required annual benefit notices have been posted to the Benefits page of the Employee Portal. Be sure to read these and direct any questions to the HR team. Be sure to notice the change in our short/long term disability coverage carrier from Lincoln Financial to Unum that was announced at the All Staff meeting in the fall.

Let's Celebrate



John Patterson - 2/3 - 10 Years

Christyn Brewer - 2/6 - 1 Year

Paige Jackson - 2/6 - 1 Year

Candy High - 2/16 - 25 Years

Mark Craig - 2/20 - 17 Years

Susan Coleman - 2/25 - 10 Years

**bolded names are celebrating milestone years.*



India Byers 2/4

Candy High 2/5

Susan Coleman 2/5

Ryan King 2/5

Christyn Brewer 2/6

Jacqueline Tonn 2/16

Angie Reno 2/21

Justin Henderson 2/26

Lauren Wisenbarger 2/28



Homefull | 2621 Dryden Road, Suite 302, Dayton, OH 45439

[Unsubscribe johnp@homefull.org](mailto:johnp@homefull.org)

[Update Profile](#) | [Constant Contact Data Notice](#)

Sent by angelica.clark@homefull.ccsend.com powered by



Try email marketing for free today!