



May 2024

*an internal employee newsletter*

## A Message From Our CEO

Hello Everyone,

As we move into spring, we welcome the promise of warmer days. We are physically moving offices in Dayton as our Food Programs and Community-Based Services from Dryden-2 are temporarily relocated until our new headquarters in West Dayton are complete and we are under one roof together.

I am excited for our Hole-in-One-Fore Homefull golf outing this Friday! This years outing is in Springfield and we have partners, vendors, board members and staff playing. Thank you to those who are helping with the event. Wishing you and our clients a Happy Mother's Day and safe Memorial Day weekend.

**Tina**

Tina M. Patterson  
CEO

## HR Updates

### Dropbox Update

We have now been given a new date for the Dropbox update. The update is to occur on Thursday night May 16th. Just as a reminder, you can find information on what to expect [here](#).

If on **Friday 5/17** you have any issues with locating your files, Dropbox is not showing up on your computer, or have any tech issues related to the Dropbox update; please send a tech ticket to [support@homefull.org](mailto:support@homefull.org). Again, we recommend you give yourself some time on **Friday 5/17** to take a look at your folder list and check things out. We thank you for your patience during this update and we will be responding as quickly as possible to any issues that arise.

### One Call

We sent out a One Call alert message during April to remind everyone about inclement weather driving and to be aware of possible weather alerts. If you did not get that message, please reach out to HR with your current phone number to ensure you receive future

messages. Also, please save the main Homefull phone # in your phone as “Homefull One Call”...this way you’ll know that the call/text is coming from the One Call alert system rather than the name of the staff member saved in your phone under 937-293-1945.

## Adjusted Work Schedules

For staff who have adjusted work schedules (meaning not 9-5 Mon-Fri), when a week occurs with a holiday, you should plan ahead to readjust your schedule that week to be a traditional Mon-Fri/8 hours a day schedule. This will allow for ease of counting your holiday (these are always 8 hours) and work 32 hours the rest of the week. Please reach out to your supervisor if you need guidance on your particular schedule.

## Releases of Information (ROI)

As a reminder, updated ROIs should be used across the board as of May 1<sup>st</sup>. For all new intakes and all Annual Assessment packets, the included ROIs should be the new versions with updated language that do not expire until the client leaves Homefull.

Please make sure you’ve deleted and recycled any hard copies of older ROI versions. New intake packets and Annual Assessment packets are saved in Dropbox (HF Forms – Get Housed and HF Forms – Housed Phase) with updated ROIs.

## Staff Updates

Homefull's Leadership Academy is moving along with both our Emerging Leaders and Lead Now groups learning about themselves, their leadership styles, and how those styles translate to leading others.

The last few months we have welcomed several new staff. Cheyenne Waddell, Jeff Baugham, Rachel Pomazal, Danielle Lyons, and Darcy Martin joined the Dayton division. Arielle Moore, Brian Romaine, Brittany Dawson, Dondra Mason, Mary Legge, and Nasra Siraji were welcomed to Columbus.

We also said goodbye to Emily Hawes and Darian Stevenson. We wish everyone the best and look forward to a busy spring with all these fresh faces. If you have any questions contact HR.

## Baby Shower!



Sharing some photos here from Jenn Ladu's recent office Baby Shower. Jenn was joined by many staff who are celebrating alongside her the impending birth of her baby daughter Capri, due in early June.



She wishes to thank all of you who have reached out to her with well wishes and encouragement! Jenn, we can't wait to meet Capri!

**Next Homefull Holiday**  
May 27 Memorial Day (offices closed)

Next possible PQI Holiday: **May 24**

## 16-Acre Project Update

Progress continues at the **Healthy Living in West Dayton** project as we near the finish line that's just a few months away. Interior finish work has already started. Most of the exterior windows have been installed so the look of the building is really coming to life! Interior doors and windows are just around the corner. There is still a lot of work to be done but excitement and anticipation is in the air!



Staff Breakroom Area



Grocery Checkout Area



Grocery Store

## 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.

### May Observances and Events

**ALS Awareness Month** - Amyotrophic lateral sclerosis (ALS) is a progressive disease in which a person's brain loses connection with the muscles, slowly taking away their ability to walk, talk, eat, and eventually breathe.

**Mental Health Awareness Month** - Mental Health Awareness Month was established in 1949 to increase awareness of the importance of mental health and wellness in Americans' lives and to celebrate recovery from mental illness.

**Other May Observances:**

**Haitian Heritage Month**

**Jewish-American Heritage Month**

**National Asian American, Indian and South Pacific Islander Heritage Month**

May 5 – **Cinco de Mayo**

May 5 – **Yom Hashoah (Jewish)**

May 12 – **Mother's Day**

May 17 – **International Day Against Homophobia, Transphobia and Biphobia**

May 21 – **World Day for Cultural Diversity for Dialogue and Development**

May 23 – **Declaration of the Bab (Baha'i)**

May 27 – **Memorial Day**

# Let's Celebrate



No work anniversaries for this month.



Mark Craig - 5/9  
Leanne Sack - 5/20



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