



# COTTONWOOD Thumbprint

January 2021 No. 439





# Happy Anniversary Staff

John Dunlap	24 Years
Tim James	22 Years
Ladina Miller	20 Years
Jennifer Diedel	14 Years
Kari Bentzinger	13 Years
Pam Richards	13 Years
Shelby Velasquez	13 Years
Christine Clement	13 Years
Molly Kaldahl	7 Years
Connie Farmer	6 Years
Blue Round Face	5 Years
Daiyna Vann	3 Years
Tracey Turner	3 Years
Adamu Asuku	2 Year
Matthew Wilson	2 Year
Cassandra Schultz	2 Year



# Staff Birthdays

De'Antay Bourn - January 4th

Tim James - January 5th

Bonnie Morris - January 7th

Peggy Waldschmidt - January 11th

Anne Kennedy - January 15th

Daniel Brown - January 17th

Katherine (KH) Harris - January 17th

Caitlyn Hendershott - January 17th

Shannon McCoy - January 18th

Molly Kaldahl - January 18th

Misty Lazenko - January 19th

Brittney Swadener - January 21st

Erin Hahs - January 23rd

Jill Baker - January 23rd

Robert Nunoo - January 23rd

Christy Reeves - January 25th

Amy Robertson - January 26th

Daiyna Vann - January 30th

Brends Nunez - January 31st

Miranda Pitts - January 31st

James Bermudez - January 31st



# HAPPY BIRTHDAY CONSUMERS



Randy S—January 1st

Sheryl P—January 3rd

Perry B—January 6th

Amy R—January 7th

Amanda V—January 7th

Michael M—January 11th

Jennifer S—January 13th

Bea S—January 13th

Shelby W—January 18th

Karen S—January 22nd

Jon E—January 23rd

Richard H—January 28th

## Cottonwood, Inc. Parking Lot Designations

**Building I** staff and visitors should park in the front lot. Building I staff may also park on the west side of Building I. If you carpool with someone from Cottonwood who works in a less congested parking area, please park the vehicle in that area. If you office in Building I and park in the front lot, we ask that you leave the visitor spots and first couple of rows open for visitors. This is a standard courtesy for most service-related companies. (see map)

**Building II North** staff should park in the southeast part of the Building II parking area.

**Building II South** staff are requested to first fill up the parking to the west and south, and then overflow into the Building III lot. (see map)

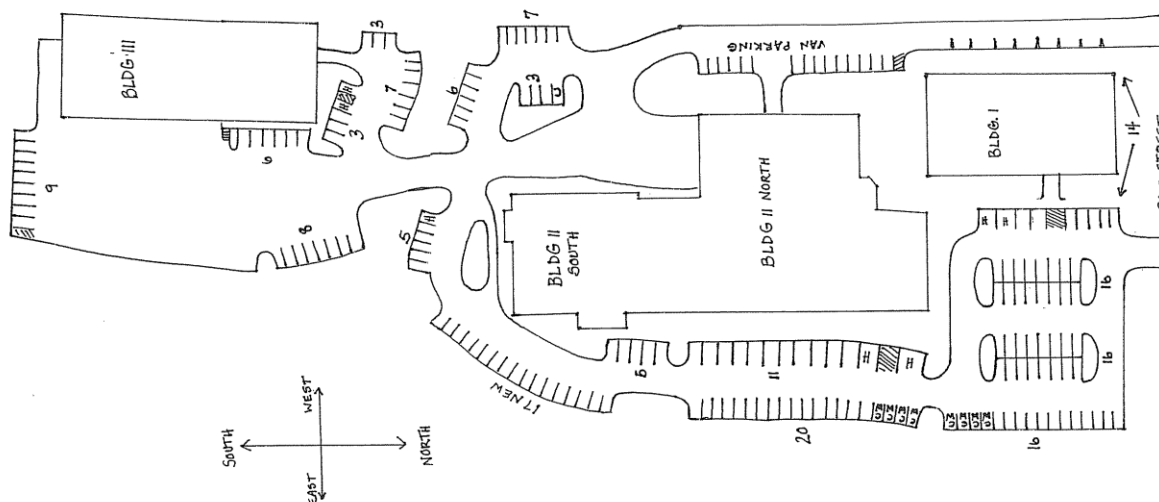
**Building III** staff should park in the Building III lot.

**ALL TEMPS**, regardless of their building assignment, must park at the far south end of the Building III parking lot. It is the coordinator's responsibility to make sure temps working in their areas are parking in the proper area.

**Cottonwood-owned vehicles** have several designated parking spaces situated for them throughout the facility parking lots. These spaces should be used for Cottonwood-owned vehicles only. Please do not park Cottonwood-owned vehicles in any other space but the ones designated for them.

**Residential** staff are requested to park in any space that is well-lighted and easily visible from the street, preferably in the front lot or east of Building II. Please do not park along the north curb in the front lot as this makes it difficult for buses/vans to make the turn. Residential staff may also park in visitor parking immediately to the east of Building I if there are no other spaces available.

The Management Team thanks you for your part in using our parking resources in the most efficient manner.





# employee of the month

January 2021



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**Congratulations  
Doug Keyes!**

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**How long have you worked at Salty Iguana?** *I have worked there for 12 years.*

**What do you do there?** *I wash dishes.*

**Why do you like your job?**

*I like the routine and they are willing to work with my available schedule.*

**What advice can you give about being a good employee?**

*Being nice and knowing how to resolve conflicts with coworkers. Show up early if you can.*

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# employer *of the month*



Congratulations  
Jungle House!

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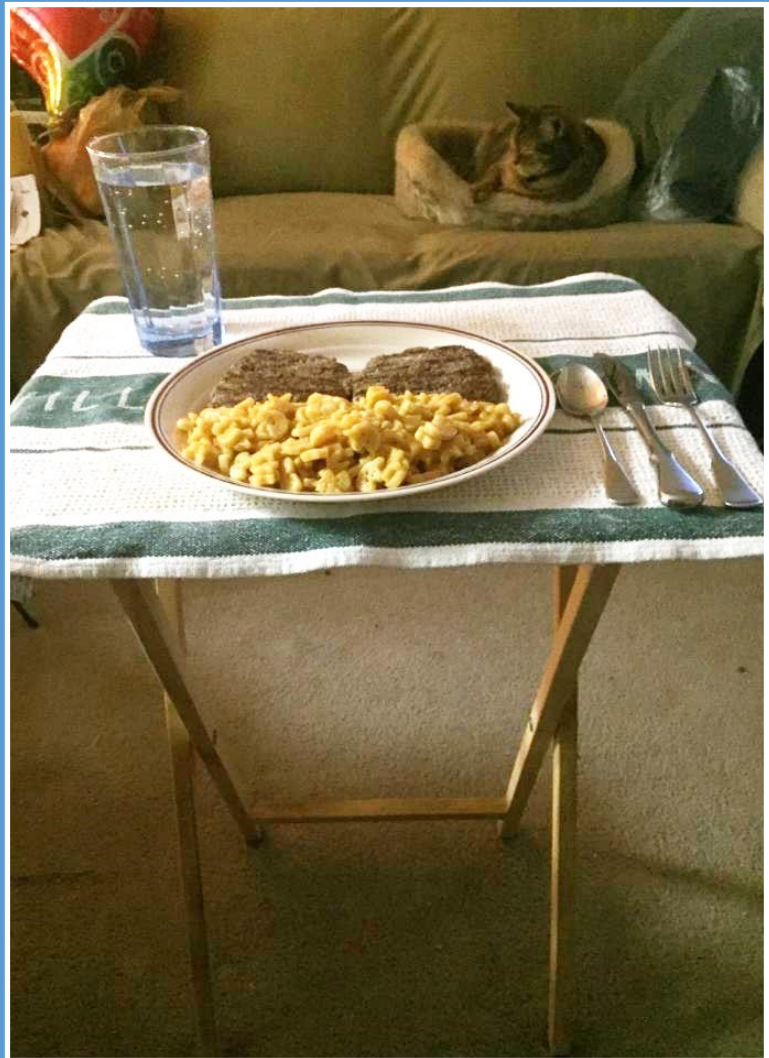




Allison is very proud of the rather delicious looking meal and pretty place setting she made on her own, complete with a tablecloth on the tv tray.

She wanted to share with everyone!

*Delicious!*



Nice work, Allison!




# zoom Meeting Tips



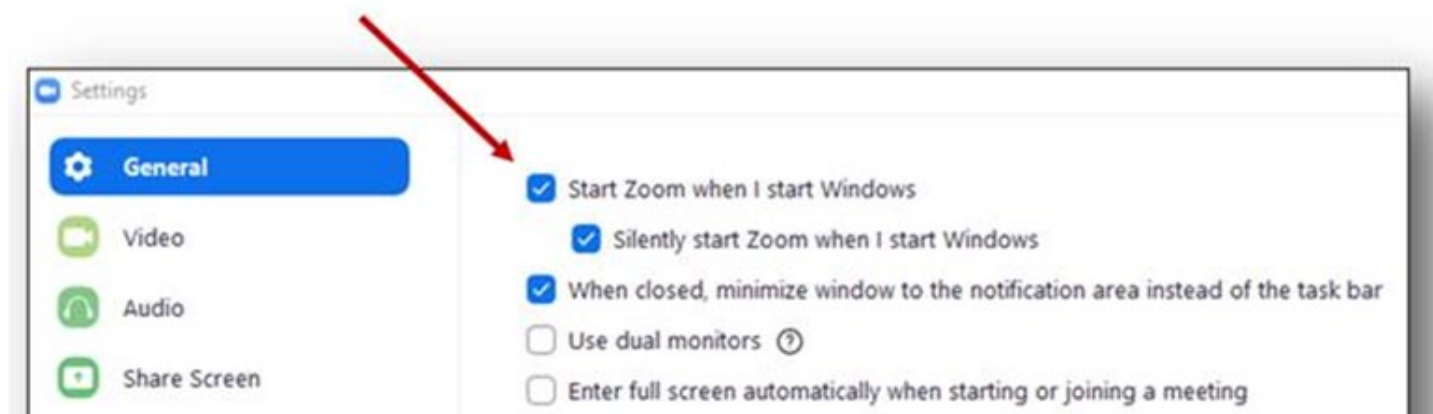
## ZOOM TIP #1 Zoom Chat

Take Full advantage of the Zoom Chat Feature for your Department: Having conversations with a group over a series of email threads can be cumbersome and tedious. You're never sure if someone is responding to the most recent email, etc. The Zoom Chat feature allows you to have real-time text based conversations to quickly get everyone on board. And you don't need to be in a zoom meeting to use it. To Access Chat, open your Zoom app and click the Chat Icon in the top menu bar. To start a new chat click the plus sign button and enter the staff's name. Then type your message at the bottom. To send it – Click Enter.



To make sure you get chat alerts on your work computer, Open your Zoom app and click the Cog icon to go to settings 

Check “Start Zoom when I start windows” and use the “Silently” option below it. That will make Zoom load automatically, so you'll be sure to get alerts as needed throughout the day. Zoom chat can also be added as an app to your smart phone. If you install that, you'll get Zoom chat alerts just like a text message.



## ZOOM TIP #2

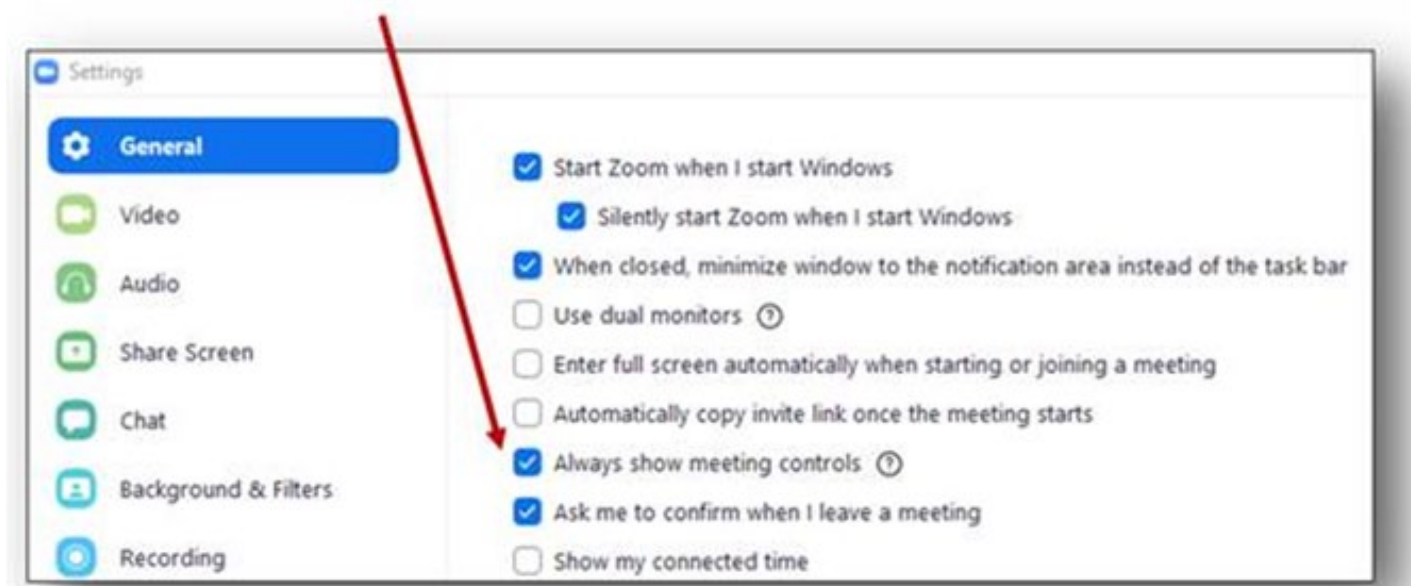
### The Mute Dispute

Just a reminder, it's considered common courtesy to keep yourself muted during a Zoom meeting (when you aren't speaking). This is important to avoid distractions and improve audio quality for all participants. "But I feel like a fool when I speak into a muted Mic and no one can hear me! Now they're all making fun of me!", you say? Well here are some tips for Mastering The Mute!

Where did my unmute/mute button go? I have things to say!! When you are in a Zoom meeting, you'll notice the black Control bar at the bottom automatically disappears until you put your mouse over it. But you don't have to live your life that way!



If you want that bar to always stay visible (so you can easily Mute/Unmute & start/stop video) just open your Zoom app, click the cog to go to your settings and check this box "Always Show Meeting Controls". Then your control bar will stop disappearing on you.



Remember that your microphone works better than you think: When you are at home for example, other participants may be able to hear your neighbor kids screaming at the top of their lungs next door, or the TV you left on in the next room to entertain your cat. When you are at work, you may not even notice the paper shredder down the hall humming away in the background. Muting prevents all of those obnoxious noises from feeding directly into your Zoom call. And we all thank you for it!

Use the Walkie-Talkie Method: Did you know your spacebar can be used as a walkie-talkie button to mute/unmute? Just keep yourself Muted, then hold down on the spacebar to UNmute yourself while you talk. When you release the spacebar, you'll be automatically muted again.

Over and Out!

## ZOOM TIPS #3

### Hosting a Meeting

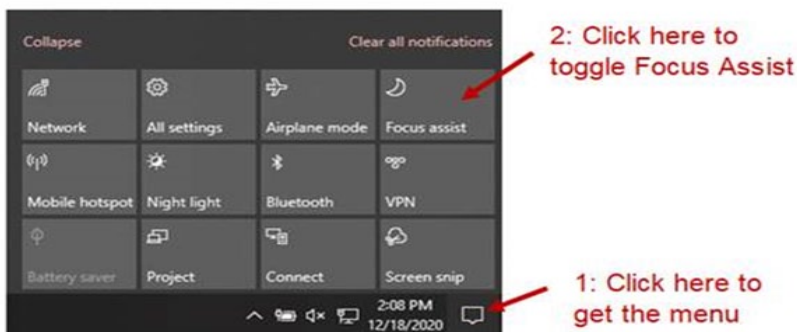
1: Mute All Participants If you have a particularly large meeting, consider using the Mute All Participants feature at the beginning. This will help out participants who might not realize they are unmuted. It's best to tell everyone when you do it, so they know that they'll have to unmute in order to speak to the group. To access this feature, Click the Participants button at the bottom. A participants pane will appear and you'll see a MUTE ALL button at the bottom. As the host you can also mute individual participants from that screen – This is especially useful if that person has recently started stealing the parking spot that you've been using for 8 years now and you want to get back at them!



2: Share Screen To share your screen click the green Share Screen button from the control bar. You'll get an option to select your whole screen or just a particular program you have open. Make your selection, then click the blue Share button. You'll know its working when everyone starts complimenting you on how cute your children / dogs are from your desktop background. Then to END a Share click the red "Stop Share" button at the top of your screen.

3: Alternate Host If you aren't sure you'll be able to attend a Zoom, you can assign an alternate host to a meeting. This is found in the advanced settings when you are creating the meeting. Just enter the other person's email address and both of you will share the almighty power of the Host. (Be sure the alternate host has a licensed account though)

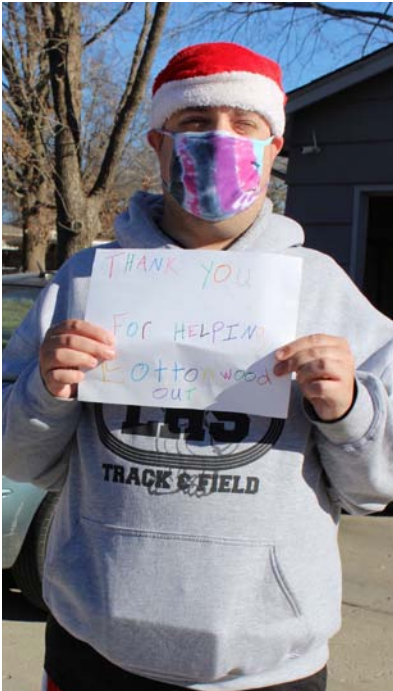
**PRO-TIP - Focus!** So, if you can hear your computer dinging with a reminder during a Zoom call...so can we! Consider using the Focus Assist feature. This will prevent your computer from dinging every time you get an email or reminder. It will also prevent those tiny email pop-ups from appearing in the bottom right-hand corner of your screen – which is helpful when you are sharing your screen and you don't want your fellow participants to see all the crazy spam that's popping up in your inbox. To turn that On, Click the notifications button next to your clock, and toggle the Focus assist feature On. Then after your Zoom call, if you want to get all your dings and bleep-bloops back, just toggle that feature off again.



***STAY TUNED...*** watch your email for more ZOOM Tips!



What a beautiful day to drive around with the top down! Thank you, Santa, Rudolph and Santa's helper for visiting everyone! You brought so much joy to our folks, and also to people in Lawrence today, as you drove around town!









# CARSON HOLIDAY!





# Terrace House







# December holly jolly days!



## Thursday—Fabulous Prizes!

- |    |                          |                            |
|----|--------------------------|----------------------------|
| 1. | Day Off With Pay #1      | James Herron, WS           |
| 2. | Day Off With Pay #2      | Don Nunley, JobLink        |
| 3. | Wireless Echo Ear Buds   | Clare Ballard, Residential |
| 4. | Amazon Echo Dot          | Corinna Wood, WES          |
| 5. | Wireless Echo Ear Buds   | Rachel Stuart, Residential |
| 6. | Kismile 3.8 qt Air Fryer | Sharon Vokins              |



## 2020 Dollar Days Raffle Winners

- |     |       |                             |
|-----|-------|-----------------------------|
| 1.  | \$100 | Ben Layton                  |
| 2.  | \$50  | Linda McKenna-Brandenberger |
| 3.  | \$50  | Koree Bell                  |
| 4.  | \$50  | Destiny Kennon              |
| 5.  | \$100 | Sadie Crumet                |
| 6.  | \$50  | Miranda Hernandez           |
| 7.  | \$50  | Shannon McCoy               |
| 8.  | \$50  | Caitlyn Hendershott         |
| 9.  | \$150 | Shelley Langston            |
| 10. | \$250 | Melissa Rowland             |
| 11. | \$100 | Stephanie Maytubby          |







Thanks to the wonderful  
Cottonwood Board and staff who  
participated in  
Silver Bells!

You have been so very generous,  
thank you for helping us to make  
the holiday season a little brighter  
for our folks!





