



COTTONWOOD

Thumbprint

February 2023 No. 464

**Happy
Valentine's
Day**



STAFF ANNIVERSARIES



BRIAN WOERNER
26 YEARS

SARA FILBERT
23 YEARS

CORINNA WOOD
21 YEARS

JEAN KNIGHT
21 YEARS

KATHERINE HARRIS
13 YEARS

TAMMY FAUGHN
8 YEARS

ETTIE BRIGHTWELL
6 YEARS

DANIELA GARCIA
6 YEARS

TONNA BLANKENSHIP
2 YEARS

BRYAN VANDEGRIFT
2 YEARS

CHANDLER GUFFEY
2 YEARS

ALLIE FAUGHN
2 YEARS



Happy Birthday Staff

Emily Castro ~ February 6th

Rose Neibarger ~ February 8th

Charissa Crosson ~ February 10th

Stephanie Maytubby ~ February 10th

Drew Diedel ~ February 12th

Hugh Murphy ~ February 13th

Nicole Hanson ~ February 13th

David Phung ~ February 16th

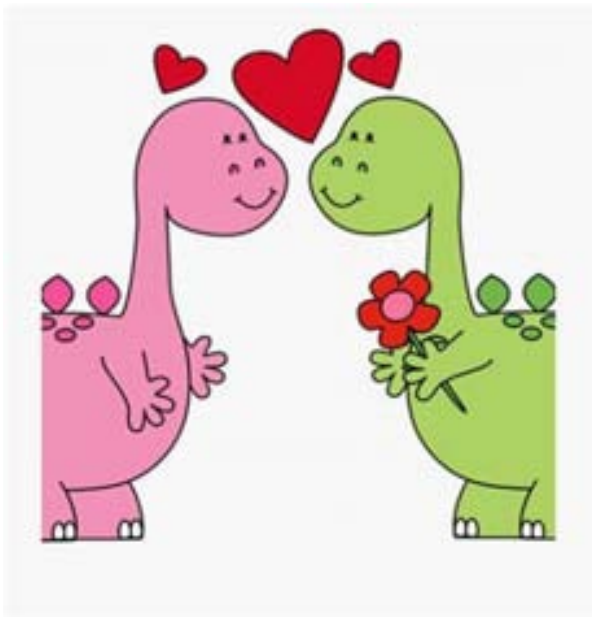
Janet Holladay ~ February 19th

Koree Bell ~ February 21st

Tammy Faughn ~ February 21st

Chase Buck ~ February 25th





Happy Birthday Consumers

MARK W

FEBRUARY 1ST

JANELLE M

FEBRUARY 5TH

RENAE J

FEBRUARY 8TH

KATIE D

FEBRUARY 10TH

SHELLEY S

FEBRUARY 12TH

KENNY S

FEBRUARY 18TH

LYNN L

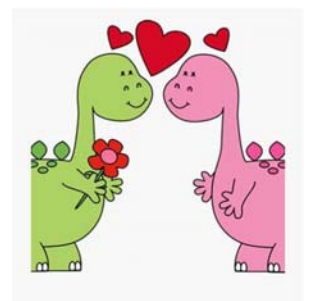
FEBRUARY 18TH

TINA D

FEBRUARY 25TH

LAURA B

FEBRUARY 26TH



Did you know that Cottonwood has a Business Survival Plan?

Have you ever heard your co-workers talk about ERT? Would you know what to do if a disaster struck Cottonwood? The following information will give you an idea of the structure and processes which are built into Cottonwood's Business Survival Plan.

Cottonwood, Inc. management has recognized the need for a plan to cover a wide range of disasters and business interruptions that could cause personal injuries and disrupt our normal business operations. A plan was developed in 2002 to insure the safety of our staff and consumers and to get the business back in operation as quickly as possible after a tornado, fire, flood, power or communications blackout, or other disaster.

A Team structure was adopted consisting of four levels of responsibilities. The Emergency Response Team (ERT) consists of a Site Emergency Director (SED) who reports to the CEO and is responsible for overseeing all aspects of preparing for and responding to an immediate safety threat. Our SED is Mike Taylor, who co-chairs the Safety Committee with Heather Thies.

The Section Emergency Coordinators (SEC) are responsible for coordinating the implementation of all necessary tasks for their buildings during an actual emergency or disaster. Our SECs are Kara Walters for Building I, Duane Turnbull for Building II North, Heather Thies for Building II South, and Alicia Duncan for Building III. They report to the SED.

The Unit Emergency Coordinators (UEC) are responsible for ensuring that the protective actions for a certain work area are carried out. Each UEC will designate and train a person to serve as an Alternate in the event the UEC is off-site at the time of the drill or actual emergency. Cottonwood has six UECs and six Alternates for Building I, five UECs and 5 Alternates for Building II North, two UECs and two Alternates for Building II South, and one UEC and one Alternate for Building III. They report to their SECs. Retirement Services and the residential homes have their own emergency procedures and reporting mechanisms which they follow.

Other information contained in the Business Continuity Plan Book consists of:

- Emergency contact numbers, such as phone numbers for fire, police, poison, electrical, plumbing or natural gas companies
- All utility account numbers for all Cottonwood owned properties

Did you know that Cottonwood has a Business Survival Plan?

- Location of all supplies which might be required in the event of an emergency, such as water, blankets, flashlights, battery-powered radio, pandemic supplies, etc.
- Home addresses and telephone numbers for management, coordinators and any other staff which has been identified as key to basic business operations
- Organizational chart
- A table listing the location of onsite staff who are certified in First Aid and CPR
- A table containing the type and location of data which is key to business operations, such as payroll information, computer back up tapes, contracts, leases, vehicle titles and keys, staff training records, etc.
- Cottonwood's policies and procedures which relate to emergencies, such as tornado, fire, bomb threats, power failure, natural gas leak, hazardous materials spill, and violence in the workplace
- Schematics for Buildings I, II and III displaying emergency exits and tornado sheltering locations
- A partner facility agreement, in the event Cottonwood has to be immediately evacuated. Transportation of consumers to their homes will be coordinated from the partner facility.
- A communications partner agreement with a sister agency in Topeka to serve as Cottonwood's communications checkpoint in the event all communications in Lawrence are knocked out. The agreement is reciprocal.
- A defense contract continuity plan
- Declaration pages for all insurance policies as well as any relevant disaster recovery plans for third-party contractors.
- A table listing Cottonwood-owned vehicles, the vehicle number, year, make & model and VIN
- A Pandemic Plan
- Group home contact information

Cottonwood regularly communicates to staff about the EDNA paging procedure (Emergency Developing Need Assistance) through the Thumbprint. Memos on inclement weather procedures and ways in which staff can obtain information about facility closings through our own Cottonwood Connection emails and texts, and other avenues are shared seasonally.

If you have any question about emergency procedures, disaster planning or would like to make suggestions, please contact a member of the Safety Committee or the Emergency Response Team. Stay safe!

EDNA!



The Cottonwood Emergency Response Team (ERT) has developed a Business Continuation Plan to address any potential emergencies that may confront Cottonwood, Inc.

One of our policies, Policy # 03-037, outlines a procedure to help protect against potentially violent situations that may occur with staff or visitors. In the event of an escalating situation, immediate help can be directed to any area by utilizing the paging feature available on all phone sets.

To prevent general alarm and panic, the name **EDNA** has been chosen as the code to be used when assistance is needed. **EDNA** is an acronym for **E**mergency **D**eveloping **N**eeds **A**ssistance. For example, to page for assistance, a person would access the paging system via their telephone and say, "**EDNA** to the reception desk", or "**EDNA** to the clinic", etc. When staff hear a page for EDNA to a certain location, they can respond and assist, as long as supervision of consumers is not jeopardized.

The types of situations for which this procedure would be appropriate are escalating threat, actual physical threat, medical emergency, or intruders.

If a weapon is involved, do not page for EDNA! Exit the area if at all possible, call 911 immediately and alert the receptionist. First and foremost, take immediate precautions to protect yourself and consumers.

Inevitably, there will be times when paging for help will not be possible as some incidents happen quickly and are short-lived, but for other situations where additional assistance is warranted, the EDNA paging procedure should prove to be helpful.

Also, since most consumers who have behavioral issues have behavior management plans in place, typically the EDNA procedure would not be part of the protocol for consumers.

The Wellness Committee Presents:

February 3rd



11am - 1pm

N/S Conference Room

Stop by and try some great chili and soup!

Vote for your favorite Top 3

Donations taken from this event will go



A Silver Bells Thank You!

Silver Bells,

Thank you so much for the gifts!
Everyone in Retirement is using them to
the fullest. You have made this a truly
special holiday for us! We hope everyone
involved had great holidays and got everything
they needed and more. ♡
-Retirement

It is hard to express how much every gift has
meant to Retirement. You all have helped make this holiday
truly a happy one, especially the amazing and Fabulous

Recliner!

Red SR KS

Bonnie Johnson

SAMMY BRANSON

Hope Santa

brings you lots of
everything you deserve
this year!

W
H & AS

Wade Love

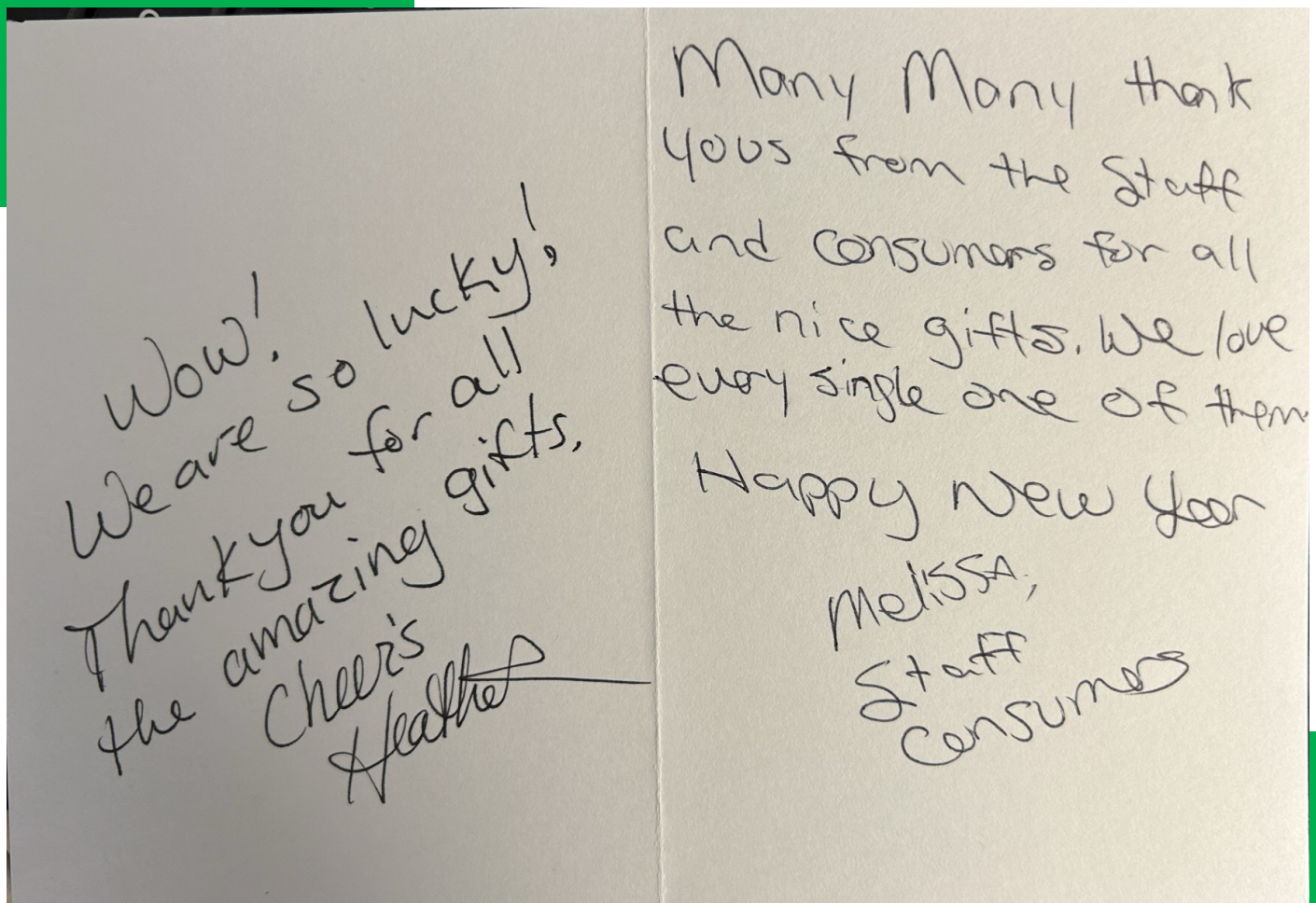
V

MA

FD

MA
KLH

Renee Johnson



A Silver Bells Thank You!

A Silver Bells Thank You!



A new microwave!



Drum kit!

THANK YOU!



A Silver Bells Thank You!



New pots and pans!



Bowling passes! They are ready to go!

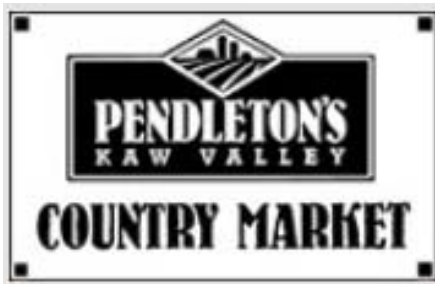
THANK You!



Look at Val's new kicks!



New air fryer!



Cottonwood/Pendleton's CSA Program*

Cottonwood will participate again in Pendleton's Country Market CSA (Community Supported Agriculture) program in the spring/summer of 2023 as an option for employees. Cottonwood will continue to cover part of the cost of each employee subscription and has agreed to split the difference of this year's cost increase. Thank you, Cottonwood Administration!

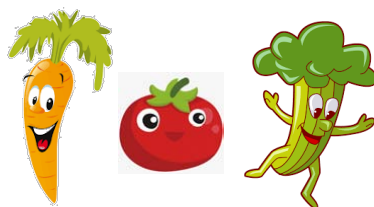
- 12-week option: the total cost is \$260, but Cottonwood will pay \$80 per employee subscription, leaving the employee's payroll deduction at: \$60 for three months (April, May, June) for a total of \$180.
- 20-week option: the total cost is \$420, but Cottonwood will pay \$120 per employee subscription, leaving the employee's payroll deduction at: \$60 for five months (April, May, June, July, Aug) for a total of \$300.
- Fall Storage Share option: This will be at the employee's cost of \$60 to be paid by payroll deduction in September and a one-time drop off at Cottonwood on or around November 1st. You will receive a box that could include sweet potatoes, winter squash, turnips, fresh greens and greens that will help feed you and your family through the holidays and the cold of winter.



Below are details about participating in the 2023 CSA:



- Pendleton's will drop off a CSA bag weekly for participants at Cottonwood on Wednesday afternoons, beginning mid-May ending in July for the 12 week session, or September if the 20 week season is purchased. This will be outside Lynette Goldizen's office each week; each participating member will need to take a few moments to go pick up their bag, or pre-arrange for a coworker to pick up their bag if they are on vacation or unavailable. If you'd prefer, you can also contact Lynette Goldizen lgoldizen@cwdddo.org and let her know that you'd like to donate your CSA bag to a group home for the week(s) of your vacation. In an effort to prevent spoilage, the following policy will be in place: If a bag is not picked up during the pre-determined time frame on Wednesday afternoons, it will not be refrigerated, as there is not available space for this. If someone from Wellness Committee has contacted you and your bag has still not been picked up by Thursday afternoon, your CSA bag will be donated at 4pm.
- Pendleton's will provide a weekly email newsletter that includes happenings at the farm, what is in your bag that week, and links to recipes. Each year, you can choose a Pendleton's cookbook or a Pendleton's Country Market ball cap. Each member gets an insulated tote bag with their first pick up.
- Subscribers receive a bag each week of seasonal produce that is recently harvested and fresh. The bag will typically contain 5-8 different items of a variety of vegetables, herbs, and sometimes small fruit, eggs, cheese or value added items such as honey or mushrooms. They offer a good variety, but enough of each one to prepare a dish. Each bag has enough for 2-4 people. Each member will also receive a 10% discount on bedding plants from Pendleton's Country Market during the months of their membership.
- Pendleton's does not offer pre-bagged split shares, and Cottonwood will not split payroll deductions, but employees are welcome to work out an arrangement among themselves if they feel the share is too large, or if they want to trade items. CSA participants also have the option of selling their weekly share to a coworker. Each year we've had a list of potential buyers who were interested in purchasing bags from staff that were absent due to vacation or sick leave. We also started the option to trade items with other subscribers for more preferred produce, which is to be worked out between the individual subscribers.
- If you have further questions about the CSA, consult their website www.pendletons.com/csa or contact Lynette Goldizen, 785-840-1648 lgoldizen@cwdddo.org



If you're interested in participating in the 2023 CSA drop-off at Cottonwood, Inc. from Pendleton's Country Market, please complete the below portion for payroll deduction. Please be advised that this is a three- or five-month commitment. If an employee leaves Cottonwood or is terminated prior to June for a 12 week subscription or August for a 20 week subscription, the remainder of what they owe for CSA participation will be deducted from their last paycheck. Employees who part with Cottonwood before the three or five month period has ended are welcome to pick up their weekly CSA bag, or you can opt to donate it to a group home in your absence.

Please return this completed, signed form to Lynette Goldizen's Cottonwood mailbox or email. The deadline for Cottonwood sign up this year is 02/24/2023.

Form 11
Policy #03-12

Employee name: _____

Email address you prefer to use: _____

Phone number in case you forget pick up day: _____

I hereby authorize Cottonwood, Inc. to withhold \$60 per month: (please mark your option of choice)

☐ In April, May, and June 2023 for a 12-week Pendleton's CSA share.

☐ In April, May, June, July and August 2023 for a 20-week Pendleton's CSA share.

I hereby authorize Cottonwood, Inc. to withhold \$60 for one month:

☐ In September 2023 for a November 1st Fall Storage Share

Please indicate your choice of CSA cookbook vs. Pendleton's Country Market ball cap:

☐ CSA Cookbook

☐ Pendleton's Country Market ball cap

(Employee Signature)

(Date)



EMPLOYEE OF THE MONTH



Glory Days Pizza



Cellar Door

Wyatt Hutchinson

February 2023

How long have you worked at Glory Days Pizza?

Since August 2021.

What do you do there?

I fold pizza boxes.

What is your favorite task to do at work?

Making my own pizza.

Why do you like your job?

I get a free drink and free pizza. I like my co-workers too!

How long have you worked at Cellar Door?

Since July 2022.

What do you do there?

I make bagels, fold boxes, stamp boxes, take orders and make coffee.

What is your favorite task to do at work?

Making bagels.

Why do you like your job?

Making new friends

What advice can you give about being a good employee?

Do a good job at work and work hard!

EMPLOYER OF THE MONTH



Uplift Coffee Shop

February 2023

How/why did you opt to hire someone with a disability, and how has this benefited your company?

They are amazing people! We have much to learn from these individuals that have faced multiple challenges and choose to be fun positive people.

How has JobLink been helpful in supporting you in your hiring decision?

The walk along beside us providing the structure and tools needed for their clients to be successful.

How would you describe Kelsey & Grant as an employees? How do you feel about their quality of work/dependability/attitude?

Dependable. Easy to enjoy. They uplift us! Great attitudes. Both continue to grow in their independence.

What would you like to share with other organizations regarding supported employment and hiring individuals with disabilities?

There is no downside to trying. The coaches are honest with you regarding what strengths each individual has. You can work together to decide if the client is a great fit or not

Davis, Jeffrey P	17	Arc of Douglas County
Hall, Karen S	14	Key Rehab
Janeway, Andrew E	11	A-1 Automotive
Little, Molly A	11	Heartland Homecare Pharmacy
Metzger, Hilary D	11	Weaver's Department Store Inc
Bell, Yvette C	10	On The Rocks
Thonus, Cassandra M	7	KU-Ekdahl Dining Commons-Lewis Hall
Lafferty, Adam J	5	Heartland Homecare Pharmacy
Perkins, Kevin J	5	KU-Kansas Union
Scott, Beatrice L	5	6 Mile Chophouse
Goodrich, Pennie L	4	Chick-fil-A
Prohaska, Paul A	3	KU-The Market-Kansas Union
Kirby, Amanda L	2	KU-The Studio-Hashinger Hall
Chieu, Hong	1	TJ Maxx
Foster, Lena J	1	BEST Crowd Management
Hernberg, Alexander D	1	KU-Oswald/Self Hall
Higle, Sebastian W	1	KU-Facilities Operations
Metzger, Hilary D	1	Lawrence Podiatry Center



Yvette - On The Rocks

CONGRATULATIONS!



Bea - 5 years- 6 Mile Chophouse



Pennie - 4 years- Chick-fil-A



Hilary
11 years - Weaver's &
1 year Lawrence Podiatry Center



Laing, Kara N	BEST Crowd Management
Lyons, Brendan M	KU-Residential Custodial

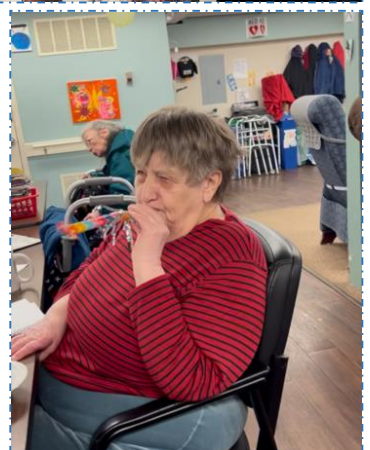


A bunch of photos from Music Therapy and enjoying our electric drums

Lots of arts and crafts, relaxing with our new chair, and Jon E going around having people sign a Get Well Soon card

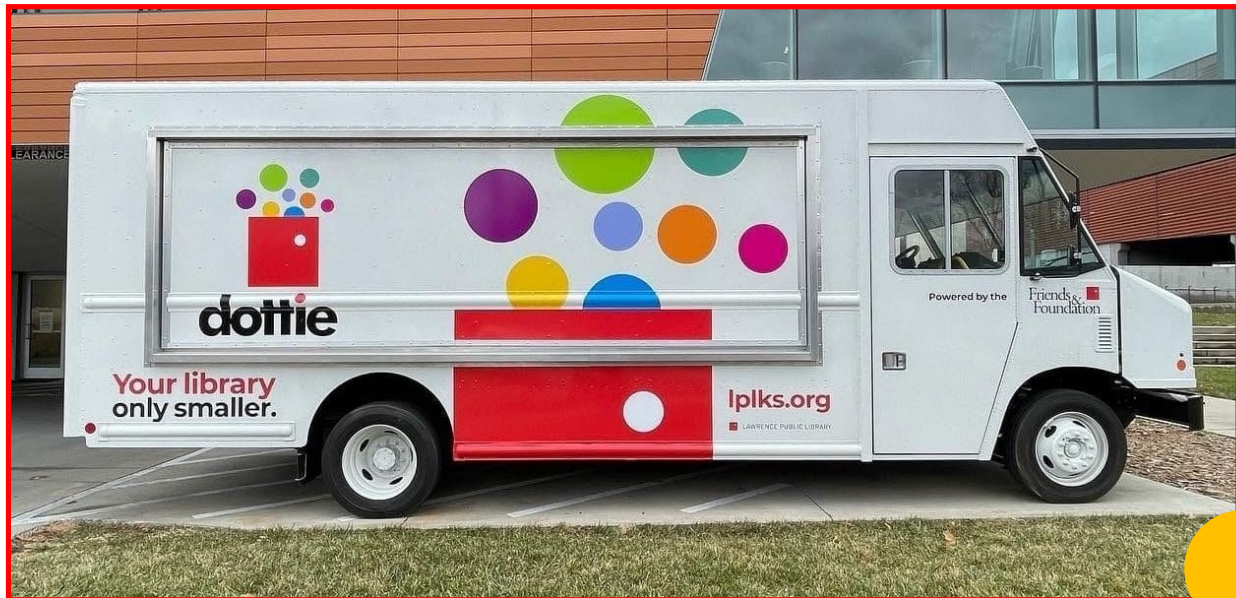


Retirement celebrated three birthdays in January; Randy (77), Jon E (50), and Shana (27). Here's a few photos of us having a



Dottie Outreach Services

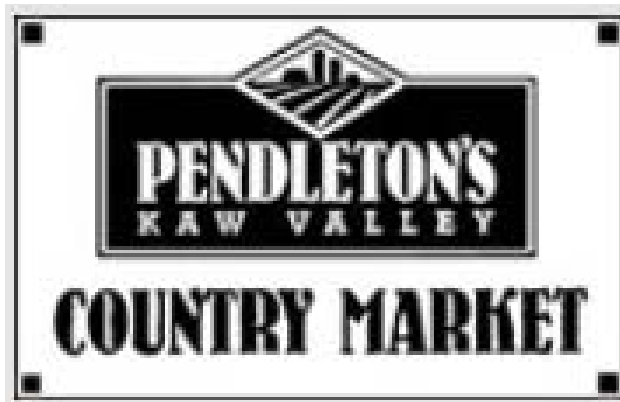
Meet Dottie. Your library, only smaller.



**1st and 3rd Tuesdays
from 1-2 pm***

Winter months—Building 2 under the awning

*Weather permitting



"Getting Started in Your Garden"

Please join Karen Pendleton as she gives tips and tricks about starting your garden.

Friday, February 10th

Virtual Presentation Only

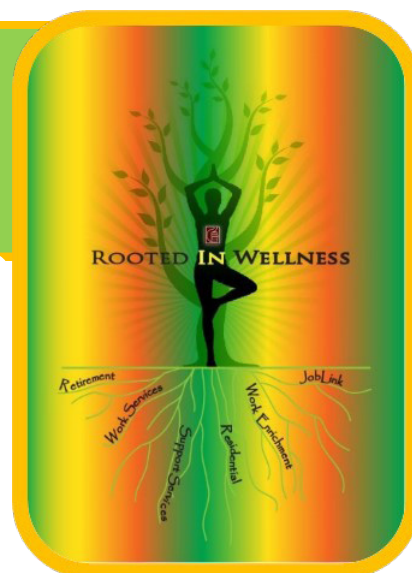
this will be recorded



Contact Lynette Goldizen for the Teams link.

lgoldizen@cwcdodo.org

Promoting & Supporting Wellness



American Heart Month - February 2023

Why do we observe American Heart Month every February? Well, every year more than 600,000 Americans die from heart disease. The number one cause of deaths for most groups, heart disease affects all ages, genders, and ethnicities. Risk factors include high cholesterol, high blood pressure, smoking, diabetes, and excessive alcohol use.

Do you know how to keep your heart healthy? You can take an active role in reducing your risk for heart disease by eating a healthy diet, engaging in physical activity, and managing your cholesterol and blood pressure. This is a great chance to start some heart-healthy habits!

HISTORY OF AMERICAN HEART MONTH

The human heart is responsible for pumping blood throughout our body, supplying oxygen and nutrients and removing toxins and waste. Weighing between 8 and 12 ounces, the heart is a mighty organ divided into four chambers that work together to pump blood in and out. The heart gets oxygenated blood from the lungs and pumps it throughout the rest of the body. It does this by contracting at a rhythmic pace, about 60-80 times per minute, thanks to electrical cells called "pacemakers." When the heart ceases to perform its regular function, a medical device also called a pacemaker can be implanted to assist the heart.

Heart disease occurs when the arteries leading to the heart become clogged. Although heart disease has been around for thousands of years, we do know that many aspects of modern life exacerbate risk factors and make people more prone to heart disease and heart failure. Today, one in four deaths in the U.S. is attributable to heart disease. Heart disease can affect everyone, but taking stock of your prior health risks, activities and diet can help you reduce your risk.

Although we've learned a lot about how the heart works, there are still many unanswered questions about heart health and the cardiovascular system. As far as we know, the best way to protect your heart is to stay active, eat a healthy and balanced diet, and reduce your daily stress. To celebrate American Heart Month, take some time to learn about heart health risks, find your favorite heart-healthy activities, and cook some healthy meals with your family.

HOW TO OBSERVE AMERICAN HEART MONTH

Take up a heart-healthy habit

Staying active, eating healthy, and watching our weight are all important parts of maintaining a healthy cardiovascular system. Pick a new heart-healthy habit like jogging or substituting sodas with water and try to stick to it for a whole month.

Educate yourself

Learn about the risk factors for heart disease, the ways you can prevent them, and the lifestyle choices that can help you stay healthy.

Get your cholesterol tested

If you're worried you might be at risk for heart disease, ask your doctor to perform a simple cholesterol test to let you know if you're at risk and should make adjustments to your diet.

5 INTERESTING FACTS ABOUT HEART HEALTH

Heart attacks can be silent

One in five heart attacks occurs without the person even knowing they had one.

Heart attacks affect women differently

Women may experience different symptoms than men. These include pain in the back, arm, neck, or shoulder; nausea; fatigue; shortness of breath; and vomiting.

Young women are at higher risk than men

Women under the age of 50 are twice as likely to die of a heart attack as men in the same age group.

Another reason to hate Mondays

Heart attacks are more likely to occur on Monday mornings than other days of the week. Scientists attribute this to the disruption in our circadian rhythm over the weekend which leads to increased blood pressure and other changes to the nervous system.

Diet soda raises heart attack risk

If you drink one or more diet sodas a day, your chances of having a heart attack are 43% higher than those who drink regular soda or none at all.

WHY AMERICAN HEART MONTH IS IMPORTANT

It reminds us to take care of our heart

American Heart Month motivates us to examine our own health habits and risks and take steps to improve our heart health.

It promotes education about heart health

Knowing the risk factors for heart disease and how to reduce them can help people lead healthier lives and diminish their risk for heart attacks or other cardiovascular diseases.

It raises awareness of heart disease

As the number one killer of Americans, heart disease is a slow-moving epidemic that affects almost everyone.

Staff Recruitment Awards Program



**Spread the word! We are hiring!
And there's something in it for YOU!**

Make sure to tell your friends, etc.
to put your name on the application.

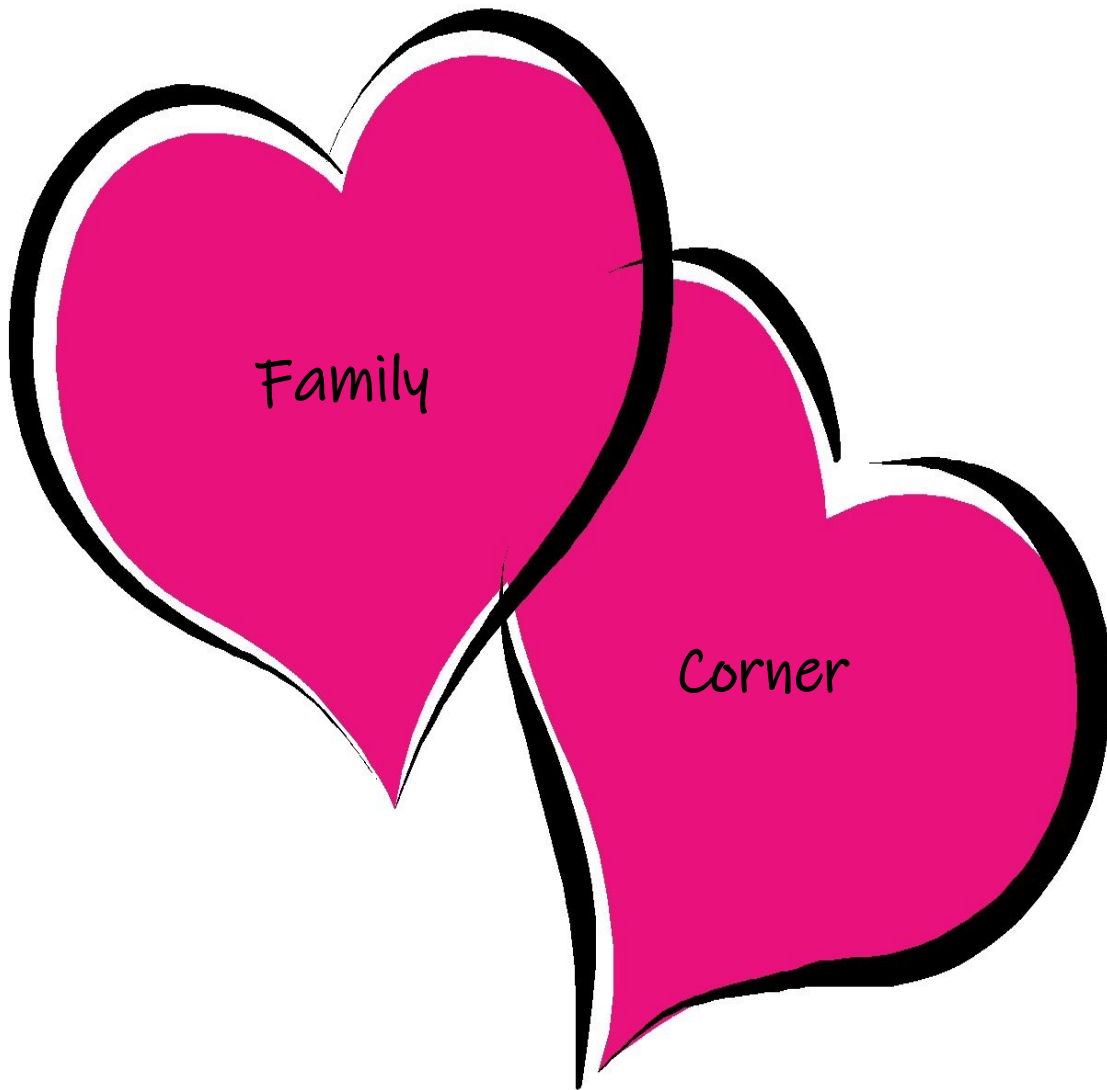
1. At completion of the long application - **\$10**
2. At hire + orientation + satisfying background check - **\$100**
3. Upon first 90 days + completed initial trainings - **\$200**

If the referring employee quits during the above process, rewards stop immediately.

Only one referring employee can get credit for an applicant: however, each referring employee can get credit for an unlimited number of applicants.

Supervisors are not eligible to receive any rewards on applicants they directly supervise.

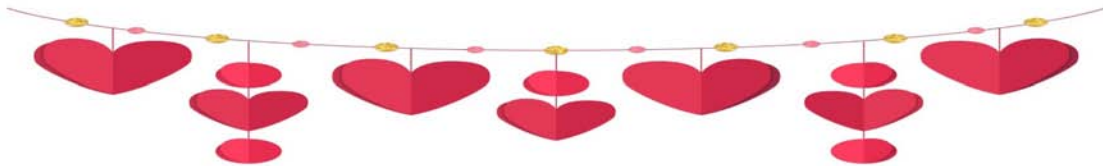
The Human Resources Department will be responsible for carrying out this program and for answering any questions that may arise.





Zoe Surprise Support Services, Case Manager

Zoe thinks she and her
“boyfriend” are just setting on
this log, at Rocky
Mountain National Park, posing
for a picture.....



But “Surprise” (get it, Zoe “Surprise”)

They were not just “posing”. He was getting ready to
“pro-pose”. And she said YES.



Congratulations to Zoe and “fiancé”
Hunter Murphy on their
engagement and upcoming wedding
in March of 2024.

Alicia Duncan
Work Services Coordinator
Bldg 3

Alicia's son, Keelyn, was nominated by coaches to participate in the D1 aspects tournament last weekend 13-16, Team KS got 3rd out of 14 teams. This is the first ever for Team KS to have a team for this tournament.



Congratulations to Keelyn and his team mates.
Great Job !!!!

