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## GROUP HOME SERVICES

Submitted by: Starr Frohock

All the guys at Forest are looking forward to the end of the school year, and the beginning of day camp. Camp will be Monday through Thursday during the month of June, and filled with visits to various parks, pools, and other destinations around the area. The finale day is a picnic for students and their families during the first week of July. For growing teenage boys, anything involving food is definitely going to be a big hit!

After camp is over, the guys will be going on some day trips: dinners, movies, museums, zoos in Chicago, Fair Oaks Farm, Indiana Beach, and the splash pad in Wicker Park. And wherever else the wind takes us! Not everyone enjoys getting out and about, so we'll be sure to replenish our supply of outdoor entertainment supplies for those homebodies who don't want to venture further than the backyard. Then again, who *doesn't* like to just kick back in their lawn chair in the sun from time to time? Whatever they're doing, the guys will definitely be having some fun, sun and relaxation this summer.



Submitted by: **Sheila O' Dell**

Our 200 East group home was selected by the In-Pact group home management staff as the group home of the month for May. This month, 200 East was chosen, after a poll was done from office personnel. It was based on which home had the best track record for getting things in on time and for accurate paperwork (time sheets, mileage, occupancy tracking, finances, etc) as well as responds back quickly (via phone/e-mail/fax) to the various office personnel when asked for information, to answer questions, produce documents, etc. The home that was mentioned the most was...200 East So, that is why the 200 East Group Home was chosen as group home of the month. Way to go and congratulations!!



Submitted by **Emerson Caress:**

## **June Supported Services Employee of the Month**

There's just no question about it, some people are easier to work with than others. Whether it's behavior, medical issues or physical disabilities some people will try your patience, your intellect or your physical strength; sometimes all three. When you find a staff member who's not only willing to work with that sort of person, but takes on extra shifts when it's necessary and trains new staff to work with that person, you know you have someone special. That's why the June Employee of the month is...

### **Denise Steele!**

The Supported Service Employee of the Month receives a Gift Card for use at a local restaurant! As an added bonus three of the Supported Service Employees of the Month for this calendar year may attend the IN-ARF Conference in Indianapolis next spring



### **DATE SET FOR ANNUAL GOLF OUTING**

The date for the Second Annual Harold W. Holmes Memorial Golf Outing for Autism has been set for Friday, June 18, 2010. The outing will once again be held at Turkey Creek Golf Course in Merrillville.

Although this is the 27th consecutive year for the corporate outing, it is the second year In-Pact recognizes the work of our friend, Harold Holmes, by renaming the outing in his memory, acknowledging his life and dedication to In-Pact.

For more information, contact Ray.



## **TIPS FROM TOM**

Submitted by **Tom Atchison**:

### **How Successful Am I? A Self- Assessment**

1. I consistently work the hours I'm paid for and avoid using sick leave unless I'm really sick.
2. I take full responsibility for my actions, behaviors, and attitudes. I avoid "passing the buck" or blaming others for my problems and mistakes.
3. I know and follow ALL of the rules established by my organization.
4. When given a task or assignment, I regularly try to do MORE than is expected of me.
5. I make a habit of volunteering for work. When I see things that need to be done, I do them without waiting for others to take the lead.
6. I'm a considerate coworker. I regularly clean up after myself and avoid behaviors that may disturb others or cause them additional work.
7. I make a special effort to cooperate with the other members of my team and make sure that I consistently carry my share of the load.
8. I am committed to providing the best consumer service possible. I continually place consumer needs before my own.
9. I remember my promises and commitments, and I KEEP them.
10. I make a special effort to accept and support change rather than resist it. You can count on me to willingly try new things.
11. When I'm down. I avoid whining, complaining, or otherwise spreading negative feelings to my coworkers. I look for (and seize) opportunities to help my coworkers be successful rather than just "being in it for myself."
12. I look for (and seize) opportunities to help my coworkers be successful rather than "being in it for myself."



13. I treat everyone with the same level of dignity and respect that I want for myself and the people I care about.
14. I value and appreciate people with ideas, backgrounds, and demographic characteristics that are different from mine.
15. I continually look for (and create) opportunities to learn new things, and avoid "I know all I need to know" thinking.
16. I make a habit of asking others (my boss, coworkers, and consumers) for feedback on how I'm doing...and ACT on that feedback.
17. I make an effort to be patient with everyone I work with (and for) cutting them the same "slack" that I wish for in return.
18. I truly appreciate the opportunities I receive, the people I work with, the consumers I serve, and the fact that I have a job to be successful at.
19. Safety and health standards are critically important to me. I follow ALL of the guidelines and procedures existing to ensure a safe workplace.
20. I engage in specific behaviors (e.g., rest, exercise, diet) to keep myself in good physical health.
21. I maintain a neat, clean and appropriate appearance at work.
22. I keep my boss informed of things I've done, what I'm working on, and any problems I'm experiencing that negatively impact my work.
23. I respect and protect my organization's equipment, resources, and facilities – just as if I owned the business and had my personal-finances at stake.
24. I continually look for (and seize) opportunities to reduce cost and increase revenues (if appropriate) for my organization.



25. It's critically important for me to always perform with ethics and integrity...and I do it.

From the book "Start Right .... Stay Right" by Steven Vent



Training Corner

Submitted by **Ruth Fields:**

### **Defensive Driving**

The term defensive driving may evoke images of fuddy-duddies who refuse to go more than 45 miles per hour on any given highway. This stereotype couldn't be more inaccurate, however. The term actually refers to a number of driving strategies that one employs to ensure his safety and, to some extent, the safety of others, while he is on the road. Since an individual cannot control what another person will do or how they will react to an unpredictable situation, defensive drivers greatly reduce their risks of injuries and accidents by driving safely at all times. Defensive driving is particularly important for staff entrusted with the safety of the consumers.

Beginning July 2010, all staff persons who drive In-Pact vans will be required to attend a defensive driving in-service. Two will be held every month for the next six months. All staff that drive agency vans will have to attend one of these trainings and pass the post-test within this six month period. To start off with, July's monthly in-service will be the first set of defensive driving trainings. After July, the trainings will be schedule independently. July's monthly in-services will be held on Monday, the 19<sup>th</sup> from 10 am-12 pm and Tuesday, the 20<sup>th</sup> from 5 pm-7 pm.

### **Management Training on Professionalism**

I came across an interesting article from "Tips for Success" that began "How you look, talk, write, act and work determine whether you are a professional or an amateur. Society does not emphasize the importance of professionalism, so people tend to believe that amateur work is normal. Many businesses accept less-than-good results. Schools graduate students who cannot read. You can miss 15% of the driving-test answers and still get a driver



license. "Just getting by" is an attitude many people accept. But it is the attitude of amateurs. ***Never let it be said of you that you lived an amateur life.***

It started me thinking about how often we impress upon our direct care staff that they are professionals yet we have done very little to define what that word means. July's management training will examine the concept of professionalism in the workplace and ways to role model better professional behaviors for our staff. The training will be held on Thursday, July 22<sup>nd</sup> from 10 am-12 pm.

***Friendship Union News: The next meeting will be held on Monday, July 26<sup>th</sup> at the main office from 6 pm-8 pm.***

### **June Training Opportunities**

***Mon, the 7<sup>th</sup>: Developing a Crisis Plan 10 am-12 pm***

***Tue, the 8<sup>th</sup>: Developing a Crisis Plan 5 pm-7 pm***

***Wed, the 9<sup>th</sup>: Current Employee Review 9:30 am-3 pm***

***Mon, the 21<sup>st</sup>: New Employee Orientation 9 am-5 pm***

***Tue, the 22<sup>nd</sup>: New Employee Orientation Med Core 9 am-1 pm***

***Tue, the 22<sup>nd</sup>: April NEO Review 10 am-12 pm (This is for staff who attended NEO in April.)***

***Wed, the 23<sup>rd</sup>: New Employee Orientation 9 am-5 pm***

***Thu, the 24<sup>th</sup>: New Employee Orientation Crisis Intervention 9 am-5 pm***

***Mon, the 28<sup>th</sup>: Crisis Intervention Refresher 5 pm-7 pm (You must schedule through your supervisor to attend this.)***

***Tue, the 29<sup>th</sup>: Management Training- Creating a Positive Work Environment***

### **July Training Opportunities**

***Tues, the 6<sup>th</sup>: Crisis Intervention Refresher 10 am- 12 pm ( Please schedule with your supervisor to attend this.)***

***Sat, the 10<sup>th</sup>: Current Employee Review 9:30am – 3 pm***

***Mon, the 12<sup>th</sup>: New Employee Orientation 9 am - 5 pm***

***Tue, the 13<sup>th</sup>: New Employee Orientation Med Core 9 am - 1 pm***

***Wed, the 14<sup>th</sup>: New Employee Orientation 9 am – 5 pm***

***Thu, the 15<sup>th</sup>: New Employee Orientation Crisis Intervention 9 am – 5 pm***

***Mon, the 19<sup>th</sup>: Defensive Driving 10 am -12 pm***

***Tues, the 20<sup>th</sup>: Defensive Driving 5 pm- 7 pm***

***Thu, the 22<sup>nd</sup>: Management Training on Professionalism 10 am- 12 pm***

***Tues, the 27<sup>th</sup> March NEO Review 10 am- 12 pm (This is for staff who attended NEO in March.)***



In- Pact, Inc. would like to

the Following New Staff.

**New Hires**

**Group Home**

Joe Bogaski

Sherita Lee

Jamie Weary

**Supported Services**

DeeNoel Clayton

Tajauna Lewis

Toey White

**Community Resources**

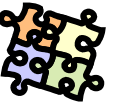
Darren Darden



**Winner of Congratulation Card Drawing:**

Submitted by: **Bettina Kilgore**

**Ruth Altman** congratulations on your outstanding work. On May 17, 2010 Ruth volunteered to bring paper work to the office, when the manager was out sick. The following staff received congratulations cards that were placed in the Congratulations Card drawing. Congratulations to you all for your outstanding work. Janet Helmick, Dennis Kabara, Cheryl Kleckner, Shantuan Harris, Robyn Bianco, Kathryn Hemphill and Odessa Brice



## Community Resources

Submitted by: **Diane Wilson:**

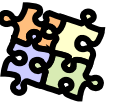
### Community Resources Resources

No, it is not a typo, nor a double-take:

Are your consumers bored? Do they have cabin fever, spring fever, or all of the above? Are you tired of hearing about the economy, or watching TV reruns?

- How about attending a computer class for beginners, a knitting class, a crochet class, a sewing circle, a rubber stamp class, a gardening class, or attending a big screen musical, becoming a virtual tourist, or just a community get together for refreshments and looking for a good book to read?
- These are a few options available to our consumers through the library. Check out the schedule of events for the Lake County Public Library by going to [www.lakeco.lib.in.us](http://www.lakeco.lib.in.us), and click on "Library Events" located at the top right of the home page. Most events are free, some have a nominal fee, and some require registration due to limited class sizes.
- Maybe the great outdoors is your "cup of tea" ...Bass Pro Shops of Portage Indiana, other than being a fun store to visit and shop, offers free unique workshops in the evening demonstrating various fishing techniques and interests, and even has cooking classes from time to time so successful fishermen can enjoy their catch. Check out their website: [www.basspro.com](http://www.basspro.com), click on "stores" at the top of the home page, bringing you to a map page, click on the Portage location, and as you scroll down, you will see the schedule of upcoming events.





## Catch of the Day!!

Does the thought of new lunch ideas have you swimming upstream? How about an easy alternative from the Community Resources freezer: Salmon salad sandwiches.

Salmon steaks- Red Lobster donation (thaw only; already cooked)

Mayonnaise

Pickle relish

Salt & Pepper

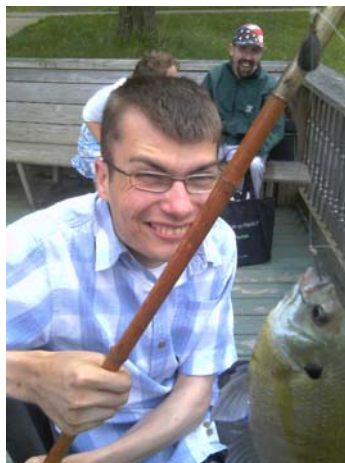
Minced onion if desired

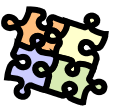
Mix all ingredients in a bowl to taste (as you would tuna).

This high quality fish makes a salmon sandwich like no other. There are virtually no bones, and the skin is very easily removed from the mix. We usually get about 2 pound frozen blocks, which would make a good size batch for a group home.

## The Biggest Fish Got Away

Community Resources Volunteers went on a field trip to Lemon Lake to try their hand at fishing. Using borrowed poles, they cast their lines hoping for a catch, and catch they did! Pictured here is Jeremy with his very big fish. This baby weighed in at a whopping 9 pounds 8 and a half ounces (that's a lot considering it was actually a three inch fish☺). There were several other bigger catches, but of course, they got away.





## Rules for use

### DEEP RIVER WATER FALLS 2010 SEASON

- Deep River Water Falls is now open. Five (5) passes are available to reserve up to **TWO WEEKS** ahead of time or call and use the same day. They are for Group Homes, Supported Living Sites, and Day Services. Reservations are on a first come, first serve basis except if certain locations are using the passes more frequently than others then someone who hasn't used them can have them, even if they were already reserved.
- The passes may be checked out for **only one day at a time** by anyone who is **directly affiliated with In-Pact**. Passes are only used for staff and consumers going to the Park. (You cannot sign them out to go yourself or with family or friends.)
- Pick up your passes after 9 am; this gives them time to be returned if they were out.
- The passes can be returned by 4:30 pm the same day you took them out. Otherwise, they must be brought back no later than 9 am the morning following the day they were checked out. (You need to sign them in and out, so don't just drop them off.) **Violators of this check-in process will** not be eligible to use the passes again for two weeks.
- If your passes are reserved, you can pick them up the day before, after 4 pm. Remember, Toni leaves at 4:30pm and you should call to see no signed them out for the day **before** you come in. If you are picking them up early, please call between 4 to 4:30 pm.
- Please call by 12:00 pm to reserve passes to use that afternoon/evening. These are also due back the next morning.
- If your location is quite a distance from the office (i.e.; Heavilin, 200E, Locust, Sturdy Road, Cumberland, etc.) you may sign the passes out for two days if no one else wants to use them. For example; you reserve them on Thursday, so you are able to pick them up anytime Wednesday, as long as they are not already reserved when you pick your date, and will need to return them as previously stated ( on Friday morning in this situation).
- When the passes are signed out on Friday, they are in your possession until Monday. This way no one is held accountable for transfer of passes.

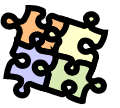
Here is something you might enjoy Tubin Tuesday's Starts June 8<sup>th</sup> and every Tuesday thru August 10<sup>th</sup>. Staring June 22<sup>nd</sup> radio station B 96 FM Chicago will be there.



Submitted by Sharon Staley: Sullivan Group Home

On April 28, 2010 Joe, Chris, Nicholas, and Dan Michalak attended the Notre Dame vs. Valparaiso baseball game at the US Steel Yard. The gentlemen and staff enjoyed the evening. They had their pictures taken with Rusty. They also enjoyed the Michael Jackson Memorial. I think their faces with Rusty tell an interesting story.





## HAPPY June BIRTHDAY

Dovie Hogan, Joan Link, Jennifer Doffin, Carneta Brown, Wallace Chatman, Dorothy Wilburn, Karen Day, Virginia Twitdy, Gail Hendershott, Melody Richards, Tammy Beville, Alison Wilmore, Ezekiel Battle, Mirian Brown, Karen Warner, Lola Morgan, Vince Stefanelli, Janice Wolfe, Erin Barton, Darlene Austin, Marcetta Walton, Laura Hart, Heather Chopps, Lisa Branson, Renee Tomerlin, Terrell White, Shawn Johnson, David Gregory, Leslie Gieseler, Ashley Hinchin, Kevin Stokes, Chinyama Munakampe, Heather Wolfe, Blake Heckler, Jessica Francis



With the price of gas going back up into the stratosphere, as a service to all of our staff, we will try to help you find gas stations in the area that sell their gas at cheaper prices than most other gas stations. You can go to the following web addresses <http://www.garygasprices.com/>. <http://www.gaspricewatch.com/default V3.asp> to find a gas station in the area where you live or work that has the cheapest prices.



“Minds are like parachutes- they only function when open “