



# ARNOLD CENTER NEWS

Fall 2011

## Worker of the Month

Congratulations to these individuals who received Worker of the Month for the Last Quarter. Customers are nominated at the staff meetings for a variety of reasons such as: meeting a goal, trying something new and challenging, being helpful, having a positive attitude or continues to maintain excellent performance in the manufacturing area.

Deb C. enthusiastically works on a new job working with Hemlock Semi Conductor bagging kits and did an excellent job!



Linda E successfully works with creating boxes for products in Apothecary.



Kenny L.. coach states he has positive attitude and enjoys working hard with Dow Paper Recycling.



Susan L. Recognized for her work skills with insulated pins, removing excess slash.



Tim T. enjoys trying new jobs to keep building skills. He works with CPI bottles, Nexteer Pins, and others. Great attitude!

## Calendar

### November

24-25 CLOSED FOR THANKSGIVING

24-25 MIDLAND DART CLOSED

30 CUSTOMER MEETING GLADWIN

### December

2 CUSTOMER MEETING MIDLAND

16 HOLIDAY PARTY GLADWIN

16 HOLIDAY PARTY MIDLAND

23 & 26 MIDLAND DART CLOSED

23 & 26 GLADWIN GCCT CLOSED

24-26 CLOSED FOR HOLIDAY

29 CUSTOMER MEETING GLADWIN

### January

2 MIDLAND DART CLOSED

## Thank – You!!

- ◆ Thank you to Ardie for filling in at Shelterhouse
- ◆ Thank you Sally for filling in at Hemlock SemiConductor
- ◆ Thank you Sheryl for filling in at Shelterhouse
- ◆ Thank you Dean on the Dow Paper Crew
- ◆ Thanks to Alice B. for making sure cafeteria tables look extra clean after lunch and break times!
- ◆ Thank you to Mike R. for working extra hours to fill in for absent co-workers.
- ◆ Jeremy M for taking on a new job at Riverside.
- ◆ Thank you to Mike B for continuing to work at MACF until we are able to find a replacement.
- ◆ A special thank you to Gladwin customers for working diligently to ensure safety and earn the MISHARP award.

### Visit from Congressman Dave Camp

Recently, Congressman Dave Camp visited the Arnold Center to discuss several issues that affect services to our customers. He indicated that the super committee would have to make some tough decisions to cut the federal budget by \$ 1 Trillion. Congressman Camp reminded us of his long standing affiliation with local non-profits that serve our community such as the Reece Community Living Endeavor which supports housing for those with a range of disabilities.

After a tour of our building and an informal photo opportunity with our employees and old friends, Dave Camp reaffirmed his support of our mission



### Arnold Center Policies and Procedures

#### Inclement Weather

Unfortunately the cold weather is upon us. It is important to be aware of the following policy

#### Weather

It is the policy of the Arnold Center to remain open during most periods of inclement weather; however, where extraordinary circumstances warrant, due to weather or other unforeseen business interruptions, the company reserves the right to close the facility. Should this occur, employees are encouraged to listen to TV and/or radio broadcasts during periods of adverse weather to find out if the facility is open or closed on a given day. The Arnold Center's President and Vice President will make a decision by 6:00 a.m. during periods of such inclement weather and shall communicate a closure to the local media including (TV 5, WMPX and 96.1). If the facility remains open on an inclement day it is ultimately up to each employee and/or their guardian/home care provider to determine if they can safely arrive at work under the conditions. If public transportation is closed due to poor weather conditions, **YOU MUST ARRANGE TRANSPORTATION** to get to and from work. If you decide not to come in because of poor weather conditions, please notify your Service Coordinator. If you miss a day due poor weather conditions and would like to make it up your Service Coordinator will work with you to arrange a make up date.

### Community Resources

#### Salvation Army thrift Store

The Salvation Army is an evangelical Christian organization that gives billions of dollars and thousands of volunteer hours each year to disaster relief, social services and other charitable causes worldwide.

The Salvation Army Thrift Store provides great deals and bargain prices on clothing, furniture, household goods, sporting equipment, books, electronics and much more. You can also donate such items and the staff of the Salvation Army will sort and resell the items that you are no longer in need of.



The Salvation Army is open Monday through Saturday from 9:00am until 9:00pm. Stop by and check out what they have! Located at: 825 S. Saginaw Road, Midland MI 48640 (989) 835-6481

### New Work on the Shop Floor!

We've started the assembly on The Legacy Center Preschool Tool Totes. Apothecary Products is keeping us busy with packaging of facemasks and other assorted items. We are awaiting the go ahead from Nexteer to start the assembly of the new anti-rotation pins. A new opportunity for work has been offered from Midland Compounding that we are looking at, along with a possible new job from Nexteer.

### Customer Success Story

Imagine leaving the familiarity of your current routine and diving head first into a new job, in a new place, with a new business that's just getting started... This is exactly what Barbara McGee did when she chose to participate in On the Job Training through the Arnold Center at Riverside Place Apartments. Barb was the first employee of our new convenience store called the Rivershop Store, located inside a senior housing community in downtown Midland. The small store holds items that serves the 170 residents of Riverside Place 5 days a week, by providing a safe and friendly shopping atmosphere without having to leave home. A big part of launching that friendly atmosphere was Barb's willingness to participate in an employment setting totally foreign to her. With no retail experience, Barb eagerly expressed an interest in trying something new, and launched herself into her new position as a Retail Associate. Barb made great progress with her stocking, merchandising, and customer service skills, and made the opening of Rivershop a great success. Her enthusiasm in helping this new endeavor succeed, made it possible to employ five other retail associates after Barb's training ended, along with providing valuable retail training for Barb's own future employment goals. Barb has set a great example for her peers on the benefits and advantages of trying new jobs, even when they out of their comfort zone or seem to pose new challenges. With the right support and coaching, ***no job should be out of reach for customers of the Arnold Center.*** If you're interested in expanding your horizons and trying something new, there are a variety of works crews with current job openings, and your Service Coordinator or Amy Bissonnette would be happy to show you the variety of options available to you and ways to be successful while working in the community.



### Community Inclusion



**AKtion Club member, Rick Blevins (above), is helping out with the book sale at Grace A. Dow Memorial Library**

The AKtion Club provides an opportunity to build leadership and decision-making skills, as well as leadership roles in the club. Members experience meaningful community-service activities while learning organization, teamwork and leadership skills. The most important lesson learned is that individuals working together can and make a difference to the world around them. AKtion Club members enjoyed volunteering their time to help set up for the book sale and taking a pizza break. We received a thank you from the Grace A. Dow Memorial Library for taking this opportunity to help out. The next AKtion Club meeting will be held on Wednesday, November 30, 2011; 5:30 to 6:30pm at Conference

Room A in the Grace A. Dow Memorial Library. If you would like to become an AKtion Club member please contact your Service Coordinator or Kristi Clark at 989-631-9570 ext. 31



**Ryan Brugger (left), AKtion Club, President handed out t-shirts to walkers on Sunday October 3, 2011 during the Annual Crop Walk.**

## Employee Monthly Meeting

Every month the customers and staff of the Arnold Center meet to discuss various topics. The purpose of this meeting is to inform customers of the goings on within the agency and to give you an opportunity to voice your opinions and concerns in an open setting. Some of the topics that are discussed include: agency events, safety, policy review, in-services, job openings/opportunities, etc. If you have other topics that you would like discussed, please see a Service Coordinator.

**Policy Review**

**Reporting Incidents & Accidents:** Customers were reminded that all incidents and accidents need to be reported to staff within 24 hours of occurrence.

**Housekeeping:** It is everyone's responsibility to keep the building clean and safe. Please do your part and report any problems to staff.

**Riding in Company Vehicles:** It is the riders responsibility to buckle their belts and avoid being a distraction to the driver. Eating and drinking is not permitted in agency vehicles.

**Dress Code:** Appropriate dress includes– clean clothing, closed toe/close heel shoes or boots. We would also like to encourage customers to label coats and belongings to better identify which items are yours.

**Safety:** Reminded everyone that they need to wear gloves, both while folding towels and when pulling more from the bin. We've had a significant reduction in injuries for this job and appreciate everyone's diligence. Reviewed Safety and Health Incentive information put out by the Safety Committee. Ladder safety, healthy foods, signs of drowning and hand protection were all topics of discussion.

**Accessibility:** Discussed ergonomics with customers, and reminded them to report to staff immediately if they have pain or discomfort while performing work tasks. They were asked also to report any issues they may have with the set up of their work area.

**General Discussion:** The Arnold Center will be going tobacco free starting January 2012; this means there will be no smoking allowed on Arnold Center property. If you would like more information regarding smoking cessation, see your Service Coordinator or CMH Case Manager. While waiting for the bus, please sit patiently until it arrives. Please do not crowd around staff as it becomes very chaotic at departure time. Employees were reminded how important it is to be on time for work, even when returning from lunch and breaks. At the next employee picnic, Jim W. would like to see the party take place in a different location. Alice B. would like to see Bingo returned to the choice of activities.

Please remember that Employee Monthly Meetings are scheduled for the first Friday of every month.

## A Few Tips About Winter Safety!

**Stop slips, Trips and Falls:**

Did you know that night is prime time for household falls as you trip over objects you can't see? A night light is a good solution for this problem.

**Practice Safety..... To Reduce your Risk!**

**More Fall prevention tips:**

Keep walkways and stairs clear of clutter. Wipe up spills immediately. Secure mats, rugs, and carpets. Place nonskid strips or mats in your shower & bath. Keep outdoor walking paths well lit at night.



Faces and Places

The following pictures show some of the activities your peers are involved in as a result of the services they have chosen to participate in at the Arnold Center. If you are interested in participating in any of these activities please contact your Service Coordinator.

**The Bay City Corvette Club visited the Arnold Center, Inc. September 22.**

**The Corvette Club has been donating their time and contributions to the Arnold Center for the past three years.**



Scott S. enjoyed getting behind the wheel of this "nice ride"!



Tim S. and Bobby B. know what they are adding to their Christmas list this year!



Ray smiles as he has an opportunity to sit behind the wheel of a "slick" black corvette.

**Oh what fun we had this year during the Summer Picnic in Gladwin!**

Roger with daughter Jill in the new addition of "Flower Fun" car.



Evie and Mike belting out a tune with Laurie.



Matt with Lou E. Loon.



Tim D getting ready to throw pie at Nikki, our support staff.



Charles cashing his check at the bank.



Steve is swimming laps in the pool.

**Customers working in the community**



Jill sends a Smile to one of the members at a local bank! Send-a-Smile is a volunteer service through Gladwin where customers can design or purchase greeting cards to send to individuals in the community. If you have a smile to send, contact GCC at 989-426-6300



Steve & Charles enjoy recycling! This is a service offered through the Arnold Center Gladwin, where customers work in the community at various job sites to recycle paper and cardboard.

Fall Word Search

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J	A	C	K	O	L	A	N	T	E	R	N	O	L	R
D	E	E	D	I	S	P	M	A	U	E	M	P	D	K
I	N	P	D	I	N	E	E	P	G	E	V	E	N	R
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- FRUIT
- FUNNY FACE
- HALLOWEEN
- JACK O'LANTERN
- MAMMOTH GOLD
- AUTUMN
- BAKING
- CANDLE
- FACE
- FIFTY TYPES
- MUNCHKIN
- ORANGE
- PULP
- PUMPKIN PATCH
- SEEDS
- SPOOKTACULAR
- SQUASH
- STEM
- VINES

Remember: words can be found, across, up, down, or diagonally



Birthdays

October

- Lisa
- Keith B.
- April M.
- Tim T.
- Mark Z.
- Amber E.
- Melinda F.
- Dustin S.
- Phil L.
- John L.
- Scott S.
- Dale P.
- Josh M.
- Sean P.
- Andrew W.

November

- Joe D.
- Laura L.
- Jessica M.
- Lesa R.
- Evan D.
- Ken M.
- Alice B.
- Renee K.
- Eric D.
- Zeke C.
- Grace L.
- Pete M.
- Ted M.
- Ryan B.
- Jack H.
- Thomas D.
- Lindsay H.
- Glen S.
- Jacob B.

December

- Joy D.
- Kolene C.
- Karen F.
- Elizabeth F.
- Jerry H.
- Tony P.
- Vickie W.
- Tim S.
- Deb C.
- Harold H.
- Eric S.
- Joe Z.
- Janice P.
- Regina S.
- Wade F.
- Heather S.
- Michael B.
- Randy R.
- Yvonne B.

**Customer**



**Birthdays**

## Safety News

Each month we practice a different emergency drill. This is done to ensure the safety of our customers and staff in the event there is an emergency at the Arnold Center, Inc. Practicing the drills monthly helps us to remember what we are supposed to do in the event of an emergency.

## Gladwin Location

Month	Drill	Goal Time	Performed Time
July	Wandering and Elopement	10 min.	45 seconds
August	Bomb Threat Medical Emergency	3 min. 1 min. 30 sec	34 seconds
September	Tornado	3 min.	2 min 54 seconds

## Midland Location

Month	Drill	Goal Time	Performed Time
July	Lockdown Bomb Threat	3 min. 3 min.	2 min. 6 sec. 2 min. 35 sec.
August	Fire Tornado	3 min. 3 min.	2 min. 15 sec. 2 min. 39 sec.
September	Emergency Site Evacuation Drill	10 min.	7 min. 6 sec.

## Health Tips



The cold and flu season is upon us once again!

To minimize getting or transmitting these very contagious illnesses, please consider the following:

- ◆ If you are sick/contagious, **stay home**. Don't expose co-workers.
- ◆ Get a flu shot.
- ◆ Wash hands well and often with warm water and soap.
- ◆ Cover your mouth when coughing or sneezing
- ◆ Use tissue to blow your nose, then discard the tissue/wash hands.
- ◆ Keep your hands away from your mouth, nose and eyes.

## New Staff

The Arnold Center would like to take this opportunity to welcome the following Staff. . .



Kyle Khon began working at Arnold Center as a Support Staff. He lives in Clare with his wife of 5 months. They have 2 dogs "Kirby" who is 1 year old and "Rocky" who is 2 months old. Kyle likes pizza with double cheese, his favorite movie is "The Town" and his favorite place on earth is home.



Mike Keirzkowski joined Arnold Center as a Fill In Support Staff. He lives in Gladwin with his wife of 7 years. They have 4 dogs, 5 cats, and 2 chickens. Mike's favorite place is home. When he retires he would like to open an animal rescue.



Kelly Spangler is a New Support Staff Member. She is a student at Delta College, studying criminal justice. Kelly likes scrapbooking, car races, and spending time with her nephews and children. Kelly has 2 dogs- Herbie & Charlie. She enjoys working with all the Arnold center employees. Kelly states, "It's hard not to smile when you work here!"



Ashley Corey is the newest member to the Support Staff Team! She is a mother of a two year old little girl, named Ellie. Ashley is very excited to work and get to know everyone at the Arnold Center! "It's been great so far and everyone's been very welcoming."

## New Customers

The Arnold Center would also, like to take this opportunity to welcome the following customers. . .



Aaron F. is interested in working in the community. Aaron enjoys volunteering for the Relay of Life outside of working at the Arnold



Ken M. was a previous employee at the Arnold Center and enjoyed working so much that he wanted to come back and work.



Jen G. is a new member to the Arnold Center. Jen was working at one time for the Arc of Midland and is looking forward in working at the Arnold Center.



Renee L. transitioned from the school program in July, 2011. The transition has gone well for Renee and she is proving to be a hard worker and a dependable employee.



Tim S. was a former Arnold Center Customer. Tim enjoys socializing with friends and family, so if you see him walking by say, "hi" and introduce yourself.



Laura L. started in September with Access Midland after working in the school program for many years. She has transitioned well and is looking forward to working in the community.