



**In-service: Alzheimer's, Dementia & Depression**  
October 2, 2009 - Friday

**Employee Meeting Agenda:**

**Calendar & General Operational Review:**

- Please use group timesheets for regular 24-hour cases.
- Evaluations have started in September and will continue through the end of November.
- If you have not had your performance review or have not yet been assigned a time for evaluation, please contact the office. Employees who have been with us 6 months or less must wait until September 2010. Copies of the Evaluation Standards are being provided for your review.
- Please call the office if you need to renew your C.N.A. certifications before expiration date. If you are interested in finding out more about CNA-GNA courses please contact HR director, Russel Pitog.
- If you are interested in getting CPR certified, please contact the office and we will coordinate with our certified CPR Instructors: Staff Coordinator, Greg Claver and Trainer/PDA, Tessie Ygar.

**Employees of the Month:**

Employee of the Month for August: *Melanie Labayen*

Employee of the Month for September: *Mario Estrada*

**Training:**

Sheli Bell: Testimonial Tips & Care Plans for Alzheimer's, Dementia & Depression patients

Tessie Ygar: Alzheimer's, Dementia & Depression Lecture

**Other announcements:**

1. Russel Pitog will be on leave from Oct 1- Oct 27
2. Annual TB testing is now required. Please make sure you inform the office of all updates of your medical history.

**Q & A**

-Any concerns/encouragement or complaints regarding the improvement of business processes please place comments in our suggestion box; especially if you don't feel comfortable in addressing issues publicly, or if you prefer to remain anonymous. Thank you.