



## **Introducing CCLS' New CEO!**

Kathleen Roach has joined Creative Community Living Services (CCLS) as the Chief Executive Officer. She brings over thirty years of executive nonprofit and health care management leadership, most recently as the President and CEO of Special Olympics Wisconsin.

Kathleen's areas of expertise include working for people with developmental disabilities, strategy and systems performance excellence, Board leadership, fund diversification and program transformation.



## **Message from Kathleen...**

"As I begin my third month with CCLS (Creative Community Living Services), I can safely say I have jumped in with both feet! Over the past several weeks, I have met with clients in their homes, introduced myself to staff and connected with leaders in our industry. While we all know staffing has been and continues to be an ongoing issue, all of you who work for CCLS are committed, kind and work hard to meet the mission of the organization. You have all welcomed me openly and I am grateful for the warm reception.

The CCLS Leadership Team has begun discussing the 2023 strategic business plan and we would like your input. While not new, we will focus on new strategies in recruitment, orientation and training and spend time during the first and second quarters of 2023 investigating new business ideas which would expand our services at CCLS. Three questions important to being the best in the industry are: How are we doing? How do we know? And how can we improve what we do? It takes all of us to answer the three questions and know that we are providing quality care to the people we serve.

As 2022 ends, I am privileged to have joined CCLS and know with a healthy culture, taking intelligent risks and becoming more efficient, 2023 will be a momentous year to celebrate our 50th anniversary."

## **Kick off to CCLS' 50th Anniversary**

CCLS is turning 50 in 2023! Throughout the year we will be celebrating our employees, clients, and our organization as we hit this milestone together.



In celebration of our 50<sup>th</sup> Anniversary, we are offering employees one free item at our online store. The online store will be open Dec. 15-31 only and feature a special 50<sup>th</sup> logo. You will have the option of purchasing additional items, a portion of which will be donated to CCLS. Full details, including a promo code for your free item will be in a separate email. If you have any questions about this special promotion, please contact Kathie Beaumont @920-262-0917.

Make sure to check your emails and our social media pages often as we have lots of great activities planned for the coming year!

### **Thankful for CCLS**

Clients in Janesville got together for a Thanksgiving lunch and some card games.

*Submitted by Barbara Vaughn, Program Director-Crow/Rutledge/Wintergreen/Randolph Programs*



### **Client Art Notecards Now Available!**

We have put together a pack of 10 notecards with envelopes that feature prints of client artwork from our art





auction with our 50th anniversary logo on the back! These notecards feature a variety of designs from our talented client artists that would be perfect to use throughout the year.

For the pack of 10 notecards we are suggesting a donation of \$12.00. If you are interested in the notecards please mail a copy of the [attached form](#) and your donation to CCLS, 500 E. Main Street, Watertown, WI 53094. We accept cash or check.

All donations will go towards supporting our programs and clients.

### **Wrapping Up Open Enrollment**

Thank you to everyone who submitted their 2023 Open Enrollment Form online. Congratulations to those employees who completed the Health Risk Assessment and are now eligible to receive the \$100/month Health Savings Account contribution from CCLS in 2023! As we go into the new payroll calendar year, please be sure to double check the deductions on your 1/13/23 pay stub to make sure they match your elections for 2023.



Please remember your elections are in effect for the entire calendar year of 2023 unless you have a change in status known as a qualifying event. These include changes in marital status, increase or decrease in # of dependents, change in employment status and more. These events create a special enrollment window where you can make changes to your elections which are consistent with the qualifying event.

Lastly, for those enrolled in health, remember to check your QuartzWell portal and email yourself any Amazon Reward Codes you earned in 2022. The portal resets on 12/31/22. While you are in there, check out the resources Quartz offers such as Health Coaching and Health Management Programs. If you make any New Year's Resolutions, they'll be a great help. Have a happy and healthy holiday season!

*Submitted by Sue Williams, Benefits Coordinator*

### **Support CCLS with AmazonSmile!**

Buying gifts for the holiday season on Amazon or using Amazon to purchase items for your program? When you shop at [smile.amazon.com](https://smile.amazon.com), or in the Amazon app with AmazonSmile turned on within Settings, AmazonSmile can

donate a portion of your purchases to CCLS at no cost to you!

All employees who are purchasing for CCLS should be logging into smile.amazon.com, this will insure that if the purchase you are making qualifies for the AmazonSmile program, we will receive a donation. If you purchase for the company and need a link to the Corporate Amazon account please email [shelly.skildum@cclswi.org](mailto:shelly.skildum@cclswi.org) and a link will be emailed to you.

You can select us as your AmazonSmile charity by visiting: [smile.amazon.com/ch/39-1195540](https://smile.amazon.com/ch/39-1195540)

*Submitted by Shelly Skildum, Accounting Manager*



**Shop at [smile.amazon.com/ch/39-1195540](https://smile.amazon.com/ch/39-1195540) to generate donations for Creative Community Living Services Inc at no extra cost to you!**

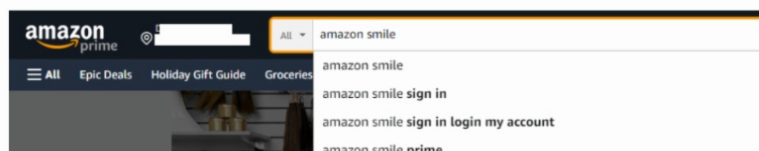
**How to use AmazonSmile on a web browser:**

1. Visit [smile.amazon.com](https://smile.amazon.com)
2. Sign in with the same account you use for Amazon.com
3. Select Creative Community Living Services Inc as your charity.
4. Start shopping! Remember to checkout at [smile.amazon.com](https://smile.amazon.com) to generate donations for your chosen charity.
5. Tip: Add a bookmark to make it easier to shop at [smile.amazon.com](https://smile.amazon.com).

**How to use AmazonSmile using the Amazon app on your mobile phone:**

1. Open the Amazon Shopping app
2. Navigate to the main menu (≡)
3. Tap on Settings and then select "AmazonSmile"
4. Select Creative Community Living Services Inc as your charity and then follow the on-screen instructions to turn ON AmazonSmile in the mobile app
5. Once AmazonSmile has been activated in your app, future eligible app purchases will generate a donation for the charity you have selected.

1. Search for Amazon Smile.



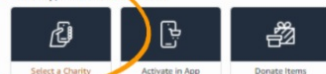
2. Choose Creative Community Living Services as your charity.

**What is AmazonSmile?**

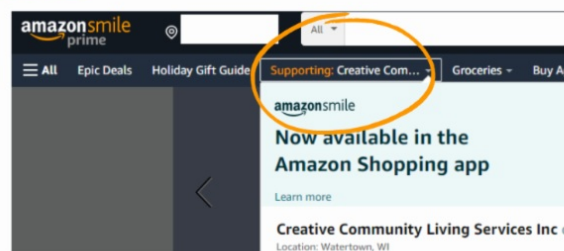
AmazonSmile is a simple way for you to support your favorite charitable organization every time you shop, at no cost to you. AmazonSmile will donate 0.5% of your eligible purchases to the charitable organization of your choice.

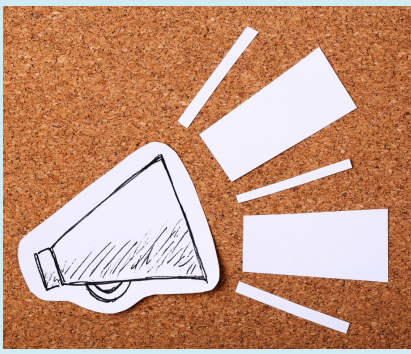
[see more](#)

You Shop, AmazonSmile Donates



3. Once you have selected Creative Community Living Services Inc Your screen should look something like this.





## **DHS Announces Opportunity to Order More Free COVID-19 Self-Tests**

**All Wisconsin households can order a free package of COVID-19 self-tests each month**

The Wisconsin Department of Health Services (DHS) is encouraging Wisconsinites to order free at-home rapid COVID-19 tests and have them delivered directly to their house through the state-supported Say Yes! COVID Test program. Starting today, all Wisconsin households are eligible to place an order every month for one free test kit that contains five rapid antigen COVID-19 tests on the [Say Yes! COVID Test](#) website.

“With the holidays coming up, we want to give Wisconsinites the tools they need to safely celebrate with their loved ones,” said DHS Secretary-designee Karen Timberlake. “These free self-tests are delivered right to the door, allowing people to take a COVID-19 test at home and make decisions that will keep those around them safe.”

View the entire [news release](#).

*Wisconsin Department of Health Services*

## **Save the Date!**

Save the Date: Disability Advocacy Day. March 23, 2023

Disability Advocacy Day is back in person this year and will be held on Wednesday, March 23<sup>rd</sup>, 2023. It is held in the Capitol Building in downtown Madison. More information will be available as the date approaches.



*Rick Czerwan, Regional Director of Operations, Southern Wisconsin*

## **FPMS Updates**

Did you know FPMS had a Halloween Trick or Treat event? Here's a photo from it featuring Briana H TAC, Tyler P TAC, Michelle K Director and Nicole M TAC.

We would also like to congratulate Teresa M on obtaining Registered Medical Asst. Diploma, and welcome our new TAC/Scheduler Alyssa Makinen to the team!

To learn more about Alyssa and to see FPMS anniversaries and birthdays [click here!](#)

*Submitted by Michelle Krebsbach, Director of Fast*





### **CCLS Launches 50 for 50 Fundraising Campaign**

The 2022 CCLS Annual Fund Appeal letter will be mailed to approximately 1,700 individuals and companies in early December. Recipients will include past CCLS donors, guardians of CCLS clients, and our vendors.

The focus of this year's letter is 50 for 50, a new fundraising campaign that CCLS is initiating to mark our 50th Anniversary. We are asking everyone who supports our work to donate at least \$50 to our organization.

Donors who contribute \$100 or more (including CCLS employees) will receive a special thank-you gift: a set of ten note cards and envelopes. The cards feature beautiful art created by some of the very special people that we serve in our programs. You and the general public will also be able to purchase the note cards and envelopes to support our work.

The purpose of the Annual Fund Appeal is to raise funds for CCLS and increase awareness of our organization. Gifts will help CCLS continue to provide vital services to people with disabilities throughout Wisconsin.

Please forward the [Annual Fund Appeal letter](#) to anyone you think might be interested in donating to CCLS (e.g., family, friends, colleagues, etc.). Contributions can be mailed to the CCLS office in Watertown or made online at <https://www.cclswi.org/donate.html>.

Thank you for your hard work to help improve the quality of life for people with intellectual and developmental disabilities in Wisconsin.

*Submitted by Kevin Brown, CCLS Director of Development and Community Engagement*

### **Nurses Corner**

Respiratory (influenza, RSV, and COVID-19) and gastrointestinal infections are [rising](#) as we prepare for the holiday season. Please refer to the CCLS visiting protocols located in [Visitor Guidelines](#). In addition, please practice infection control by:



- Performing hand hygiene
- Wearing necessary and required PPE
- Cover your mouth when coughing and nose when sneezing
- Clean and disinfect areas
- Stay home if you are ill and contact the Human Resources Department for instruction
- Stay up to date on all recommended vaccines and booster doses

The [Nurse Department – Caregiver Education - Home\(sharepoint.com\)](#) folder is a staff resource from the nurse department that provides on-going education, disease process descriptions and management and best practices. Please refer to this regularly for educational needs you may have. If you have any education that would like generated and placed here, please reach out to Kristy Baum, CNO to discuss your ideas.

As COVID-19 numbers fluctuate, guidance is continuously revisited. Continue to visit the [COVID-19 Toolkit](#) that will provide you with the most up to date guidance at CCLS.

*Submitted by Kristy J. Baum, MSN, RN  
Chief Nursing Officer*



# 10 Absolutes of Communicating through Alzheimer's

- 1** Never argue, instead agree
- 2** Never reason, instead divert
- 3** Never shame, instead distract
- 4** Never lecture, instead reassure
- 5** Never say "remember," instead reminisce
- 6** Never say "I told you," instead repeat/regroup
- 7** Never say "you can't," instead do what they can
- 8** Never command/demand, instead ask/model
- 9** Never condescend, instead encourage/praise
- 10** Never force, instead reinforce



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[Darcie.Nissen@cclswi.org](mailto:Darcie.Nissen@cclswi.org)  
920-261-1345 ext. 221

## Policy and Training Updates

All HR Policy updates should be read within 30 days. Are you up-to-date?

Did you forget how to get there? [Let us help.](#)

Please log in to your [Alea account](#) and complete the updated training.

Log in to your ALEA training account with your:  
Last Name  
Employee # (Add a ZERO in front if your # is only 4 digits)





For resources, links, upcoming webinars, and everything ECP, check out our ECP Resources by using this link:

### [ECP Resources](#)

Check out this link for upcoming ECP webinars! [Click here](#)



*Submitted by Kristy J. Baum, MSN, RN, Chief Nursing Officer*

## **Follow us on Social Media!**



Follow us on social media to see more updates and program news! Click the links to be directed to our pages.

[Facebook](#)

[LinkedIn](#)

[YouTube](#)

Follow us on Facebook for more updates!



Creative Community Living Services | 314 E Main St, Watertown, WI 53094

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