



# Communique

July 6, 2017

A CGH Medical Center Publication

## In This Issue:

- Updated Parking Policy Introduced
- Culture of Caring: Communication
- Emergency Management
- Dr. Schmelzel and Betty Neubauer Retirement
- July Growing Healthier Speaker Series Program: Welcome to Medicare
- Red Cross Issues Urgent Need for Donors
- OneAmerica Upgrades
- Caring Fund Scholarship
- July Employee of the Month
- Hospital Happenings
- Ready Care: July 8 Closing
- In Memoriam

## Updated Parking Policy Introduced

A little over two years ago our parking policy and map underwent some changes in order to make sure our patients and visitors were able to park conveniently with easy access to our facility. The additional goal was to ensure safety of our staff until the lighting outside was updated and provided a better and safer walk to our cars.

We have listened to feedback along the way from many of our staff and have continued to evaluate the best options for safety, snow removal, and overall use of the various employee parking lots.

Since the initial implementation of the new map and parking rules, our lighting has been updated throughout the exterior of our buildings and we have increased the security camera coverage around the entire building. We also now have security staff on-site 24/7/365 which we didn't have two years ago. The vast majority of our 24/7/365 staff are working 12 hour shifts and as such are coming and going at the same time as their counterparts on the opposite shift so their coming and going times are the same. With the upgrades, we now feel confident that our patients, visitors and staff all have safe, well-lit pathways to all of our parking lots.

Effective June 27 we issued a new map with the main change being the elimination of the blue lot which as of today is orange and open to all staff. The exception being the very back row along Locust Street, those spots will be reserved for CGH Owned Service Vehicles and will also serve as the In/Out Parking for off-site temporary parking passes. You may only park in the last row (yellow on the map) if you are issued a special parking pass that is yellow.

All of the staff currently using blue tags will be re-issued an orange tag in the upcoming weeks. We will work through each department and ask for your cooperation in picking up the new tags when notified. We will still be using the rest of the tags and ask you to continue to place them on your mirror's, especially with the upcoming facility expansion, because the tags allows us to quickly identify and contact staff that may need to move their vehicle in order to avoid damage due to construction projects.

A new copy of the color-coded map on the right is available on Lifeline or from your manager.



# Culture of Caring

One Mission. One Vision. One Team.

## COMMUNICATION

### To Intentionally Listen with Empathy:

We are Present (Mindful).

We Have Open Body Posture & Watch Theirs.

We Actively Listen without Interruption.

We Hear their message and their emotions.

## Emergency Management



On June 21 a training session was held on assembling the new Zumro tent, which can be used for emergency management activities and other events. The tent can be sectioned off for patient decontamination, or can be left open for other events. It is equipped with air and heat. We will use the tent in an emergency management exercise to be held in the Fall.

**Evacuation Device Training Sessions** are being scheduled for July, August, and October. These sessions are open to all staff. The schedule is below and sign-up is on Lifeline.

| Date       | Time       | Location     |
|------------|------------|--------------|
| July 12    | 8 a.m.     | Classroom 2  |
| July 12    | 12:30 p.m. | Classroom 1  |
| July 19    | 9 a.m.     | OB Classroom |
| July 19    | 2:30 p.m.  | OB Classroom |
| August 16  | 9 a.m.     | OB Classroom |
| August 16  | 12:30 p.m. | OB Classroom |
| October 18 | 8 a.m.     | OB Classroom |
| October 18 | 12:30 p.m. | OB Classroom |
| October 18 | 2:30 p.m.  | OB Classroom |

Reception honoring  
Dr. Mark Schmelzel  
& Betty Neubauer  
on their retirement

Wednesday, July 26  
5:00-7:00 pm

CGH Main Clinic Atrium



Dr. Schmelzel



Betty Neubauer

CGH Health Foundation  
Your partner in good health

Growing Healthier

Speaker

Dialogue that  
Makes a Difference

Series

JULY



Welcome to  
Medicare  
Thursday, July 27  
6:00 p.m.

CGH Ryberg Auditorium  
100 E. LeFevre Road, Sterling

Presented by: Tracey Aude, RN, MSN, NP-C  
CGH Nurse Practitioner

Enjoy refreshments and giveaways!

Registration appreciated but not required.

To register, visit [www.cghmc.com/growinghealthier](http://www.cghmc.com/growinghealthier)  
or call (815) 625-0400 ext. 5716  
for more information.

Find us on  
Facebook

Attend one of our  
FREE PROGRAMS  
and you could win  
a \$100 gift card!  
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# American Red Cross Issues Urgent Need for Donors



## American Red Cross

Blood product inventories remain at critically low levels following the Independence Day holiday with nearly

700 fewer scheduled blood drives. Today in response, the American Red Cross issued a nationwide emergency appeal to all eligible blood and platelet donors to donate now. We are confident this action will allow us to swiftly replenish our supplies.

The American Red Cross kindly asks us to share information about the blood shortage with our employees and potential donors. They have added more than 25,000 appointment slots at community blood drives across the country over the next few weeks and appreciate support in filling them.

The summer months are among the most challenging times of the year for blood and platelet donations as regular donors delay giving while they vacation and participate in summer activities. Ensuring an adequate supply for patients all summer long is the highest priority and the Red Cross will continue to deploy specific recruitment strategies designed to inspire donors to take action and give blood.

The American Red Cross thanks us for our understanding and support during this difficult time. Please be assured that they are making every effort possible to ensure the blood products we need continue to be available for our patients.

## Caring Fund Scholarship July 20 Deadline

**The deadline for the CGH Caring Fund Scholarship for the upcoming fall semester is July 20.** This scholarship was created in 2014 by the CGH Employee Caring Fund Committee and is funded 100% through CGH Medical Center employee contributions.



The scholarships are for any CGH Medical Center employees who are continuing their education through trade school/college/university and is meant to support those who are pursuing careers in any field. Full- and part-time students may apply.

Four \$500 scholarships are annually funded by the CGH Caring Fund, while two scholarships are awarded per semester. Please contact Beth Warner at ext. 6110 with any further questions.

## OneAmerica Upgrades

CGH Medical Center has decided to upgrade to an enhanced program at OneAmerica Retirement Services LLC. The transition to the enhanced program will bring about some changes to your account in the CGH Medical Center Retirement Plan which are described below:



- An enhanced website that provides a more user-friendly experience accessible through multiple devices
- Additional educational tools that will provide further details about accessing your retirement needs and how to achieve those needs
- A more automated process for changing deferral rates

Sarbanes Oxley Act (SOX) and Participant Fee Disclosure (PFD) notices were emailed to you. These notices are required by the Department of Labor (DOL) to explain how your account will be affected and the fees associated with your Plans as a result of the decision to the enhanced program.

The SOX notice identifies the timeframe, known as the blackout period, when access to your accounts is restricted. **The blackout dates are July 28-August 15.** The notice further describes when you can expect access to your accounts to resume after the transition is complete. Finally, it identifies the funds currently offered by the Plans and explains how those assets will transfer as part of the transition.

The PFD notice describes all associated fees assessed to the Plans. The fees are broken out by Administrative and Individual expenses. Furthermore, there will be additional information about each of the Plan's designated investment alternatives. There will be no changes to fee amounts.

Please take a moment to review the notices and learn more about the upcoming enhancements. Should you have any questions, please contact Tracey McCaslin at ext. 5664



**Thanks to CGH Administration and Management for the fun gift on the first day of summer!**

*Pictured on the left are OB staff members sharing a moment in their new summer shades.*

# JULY 2017

## Employee of the Month



**Melissa Cushman**  
Human Resources Assistant



**I live in:** Sterling

**Joined CGH on:** August 13, 2001

**Family:** Husband, Brad; son, Cale; daughter, Carli

**Proudest Achievement:** Raising a family and valuing my years of service with CGH.

**Hobbies:** Spending time with family / friends and shopping

I would like to nominate Melissa Cushman as Employee of the Month (actually, Employee of the YEAR). She is the embodiment of CGH's Vision, Mission, and Values. EVERYONE of our iCare values - integrity, compassion, accountability, respect, excellence - is demonstrated by Melissa daily. Whether I've asked about something that is her direct responsibility or something beyond the scope, she gladly has assisted me to the very best of her ability . . . and all that with a smile. I have not seen another person with such compassion - who understands another's suffering and does what she can to assist. To say she is helpful and compassionate barely scratches the surface of her excellent attitude. THANK YOU Melissa!

~ Eleni Hatzipanagiotis

**We congratulate her on being chosen July's Employee of the Month.**

*Purpose, Worthwhile Work, Making a Difference!*

### Hospital Happenings

#### Ready Care: July 8 Closing

Please note that CGH Ready Care will be closed on Saturday, July 8 due to scheduled maintenance with ComEd. Ready Care will resume regular Sunday hours on July 9 and will be open 9 a.m. to 1:30 p.m.



#### Quality Shares 2017

As in past years, we cannot calculate the final value of our quality shares until the audited financials are received. We anticipate receiving this information very soon.

#### FY18 Mandatories

FY18 online mandatories are now posted on your CGH University To Do page. If you have any questions, please do not hesitate to contact Staff Development in Human Resources at ext. 4851.

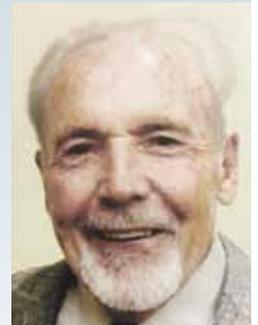


#### Blood Pressure and Blood Sugar Screenings

Screenings are held on the first Thursday of the month (**August 3**) from **8 to 9:30 a.m.** in the CGH Main Clinic lobby; second Thursdays (**July 13**), from **11:30 a.m.** to **1 p.m.** in the CGH Medical Center lobby; and third Thursdays (**July 20**), from **3 to 4:30 p.m.** at County Market in Sterling.

### In Memoriam

Former CGH Board Member, Robert Merrill "Bob" Corwell, 89, of Sterling, passed away on June 25. Bob was an active member of the CGH board for several years in the 70s.



Bob Corwell

Bob took pride in his businesses and was particularly excited about bringing people together and creatively pursuing ways to help them with home and business ownership. He was also an active member in numerous boards and community and civic organizations, including president of the local Optimist Club, United Way and the Jaycees.

