

# NIA ASSOCIATION

2nd Quarter  
Newsletter  
July 1, 2011



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## A Message from the Chief Executive Officer...

Hello Nia Family Associates!

The past few months have been full of challenges and yet, very exciting. You have heard of our efforts to retain employees in spite of the financial reductions by the State and our Service Recipient relocations. It is with great appreciation that I can say we are now lifting the wage freezes, effective July 1<sup>st</sup>. Although there are still some uncertain months ahead, we feel confident the constraints we have experienced will continue to subside if we remain diligent. We are reviewing the excellent performers and the very committed Nia Associates who have attained a level of longevity which deserves recognition. Further actions are underway and will be effected by your Administrative Team and your Financial Department. Also, please notice the First Place Home of the Quarter photograph and plaque as you come in to the lobby of our offices. We are proud to share with everyone who comes through the doors of Nia the Winners for each quarter.

Our Excellent Achievers demonstrate their UNITED efforts of personal care and supports in each of the many areas that are judged – in the home and in the community, perfect medication administration, safe and sanitary vehicle operations. I appreciate your dedication to the person(s) you support and your attention to the important details. Only the strong survive the growing number of training modules, the life-saving certification and most importantly, the application of Supportive Living services.

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Your work and personal life quality are also important to me. Therefore, if there are times where you find that that life challenges may detract from your performance, please know that confidential help is available via our EAP. Also, please remember the Associates who have experienced accidents or losses by offering encouragement; a call, text, send a few \$\$\$\$. It helps to know we are remembered when we are trying to recover from some devastation.

Warmest Regards,

**Carol Clardy Stevens**  
**Founder and CEO**



## Important dates to remember...

Independence Day – July 4, 2011  
Walnut Grove Board Meeting – July 9, 2011  
Nia Board Meeting – July 21, 2011  
HD/TL Meetings – 7/25/11, 8/29/11, 9/26/11  
HRC Meetings 7/18/11, 8/15/11, 9/19/11

## A Message Executive Director...

There are few challenges greater than providing staff with the knowledge, tools and resources they need in order to perform at their best. Nia Association provides a number of service recipients a number of services and supports that add value to their lives. All of our stakeholders – our recipients, guardians/conservators/advocates, staff and partners have benefited greatly from Nia's great works.

Nia continues to look for ways in which to expand its services and supports in the greater Clarksville-Montgomery county area. Executive Management Team members continue to meet with community leaders and advocates about the array of services that can be found under our umbrella. Leaders also continue to participate in career area job fairs and send announcements to those who are responsible for aiding in combating homelessness and unemployment as it relates to our community.

For this great ministry to continue in the manner that it has been for the past decade or so each employee must do their part. The mission and values have to be articulated from every employee; after all people will not always believe what they read...they will more times than not...base their opinions on what they see. With all of that being said, I ask that all employees remember and hold fast to the doctrines that have been embedded within each of us, The doctrines that I am speaking of are:

1. We must always remember that this a "ministry" predicated upon rendering exceptional services and supports (we must move ourselves out of the way....only then can we see the bigger picture. When we move us out of the way...our territory is enlarged...likewise, we become more than conquerors);
2. Secondly, embrace the components of community-based, supportive living and personal assistance as we seek to enrich the lives of those who have been entrusted in our care (be where you are suppose to be and do what you are suppose to do); and

3. Thirdly, as we continue to expand our services commit to being part of the solution. This means that your best will be given at all times, deadlines and suspense dates will be honored, the search light will be turned inward and support will be given for new initiatives and ideas (the world of work and the economy is changing and we must change in order to remain competitive).

Thank you for your continued support and dedication to enriching lives.

**Cheryl E. Durham**  
**Executive Director**



## **Affordable Housing Opportunities...**



**Now Accepting Applications!**  
**2 Vacancies**

**3 bedrooms, 2.5 bath home \$925**  
**Available September 1, 2011 2 bedroom,**  
**1 bath home \$663 (utilities included)**

An application can be downloaded online at:  
<http://www.niaassociation.org/affordableHousing.htm>  
For more information about our affordable housing program contact Gwen Stevens at 931-906-3993 or email  
[gstevens@niaassociation.org](mailto:gstevens@niaassociation.org)



We are a fair housing agency that provides affordable homes for families and individuals.

## A Message from the COO

Associates,

Giving thanks, in my humble opinion, is one of the most important aspects of day to day living. Knowing this, I give thanks every day to the Almighty as that is where it starts and where it ends.

Also, from day to day I have the opportunity to see and interact with a few of you, exchange pleasantries and offer thanks. However, I look forward to the quarterly Newsletter as this medium gives me an opportunity to say hi and put forward a comprehensive word of thanks for the challenging yet rewarding work you perform. Lastly, our QA review is approaching; I am trusting that each of you, during this all-important review, will continue to represent Nia Association with a caring attitude, pride, professionalism and loyalty as these values, and more, are considered necessary in fulfilling the mission of this great organization.

Thanks again,

**Derrick Stevens**  
**Chief Operations Officer**

## From the Services Department

Once again we are changing seasons. We had a beautiful spring and already into a long hot summer. I would like to welcome Debra Crump-Adams as our newest Program Coordinator. She comes with many talents that she is already sharing with the Services Department. She is a welcome member to the team.

There have been few changes lately. The biggest one is that one PA recipient transferred into Supported Living in June. I would like to thank everyone that helped with that transition and thank the staff for doing such a good job making sure the Service Recipient gets the excellent care that we strive to provide.

QA is right around the corner. We have spent a lot of time making sure everything is ready. While you are helping our Service Recipient's celebrate their Independence, please make sure that you do one final walk through in the houses to ensure that everyone is ready to go.

As the summer continues to heat up, please remember to use caution when taking the service recipients out in the heat and to make sure that you and the service recipients are drinking plenty of water. I hope everyone has a fantastic summer and thank you again for everything you do for our Service Recipients.

**Mrs. Jennifer McNeill**  
**Chief Services Officer**

## \*\*\*\*Appreciation Corner \*\*\*\*

Nia Association recognized Innovative Storage and Coca Cola Bottling Co. with awarding an appreciation plaque to show our appreciation. They have continued to show their support with donations towards our service recipient's participation in The Annual Spring Special Olympics Games.



## From the Medical Department

**Deborah Lanier, LPN**  
**Laverne Sweet, RN**

To protect your health when temperatures and humidity are high, remember to keep cool and follow these tips:

- a. Increase fluid intake;
- b. If experiencing a lot of sweating, replace salt and minerals by eating foods like bananas and salty crackers, or drink beverages that contain salts such as sports drinks, and special rehydration fluids.
- c. Choose lightweight, light-colored, loose-fitting clothing and wear sunscreen.
- d. Wear hats that shade your face such as sun hats, visors, etc.
- e. Keep in the shade or air conditioned areas as much as possible.
- f. Work slowly if you are not used to working or exercising in heat and humidity. Stop immediately if you get dizzy, nauseated, or feel weak. Go into an air conditioned space and drink cool liquids.

Remember the Medical Department is here to guide and assist you as needed.

## Human Resources Department

Nia Association is currently seeking position(s) for **Direct Support Professional and Personal Assistants**

For more information go to our website at [www.niaassociation.org](http://www.niaassociation.org) or contact our Human Resources Department.



### Welcome Our Newest Associates!!!

This quarter we would like to recognize and welcome our newest associates: Marlon Anderson DSP, Sheila Baylor DSP, Denise Blue Team Leader, Debra Crump-Adams Program Coordinator, Santana Green DSP, Dustin Harvey Team Leader, Brenda Jenkins Home Director, Adrienne Maupin DSP, Michelle McCray DSP, Terry McGinister Home Director, Tiffany Sanders DSP, Sonia Switzer DSP, and Vonika White DSP

### Congratulations!

#### **Home of the Quarter \*\*\*\*\***

- 1<sup>st</sup> Place W. Thompkins Lane
- 2<sup>nd</sup> Place Jacquie II
- 3<sup>rd</sup> Place – Donna Dr.

#### **Upcoming Training July 25<sup>th</sup>:**

Communication in the Workplace  
Sexual Harassment

Effective July 7<sup>th</sup> employee paper check stubs are no longer distributed. Electronic pay stubs are available online at <https://ipay.adp.com>. See the HR Department for more information.

Your Human Resource Team  
**Tiffany Edinburgh, Executive Officer**  
**Priscilla Hansen, Human Resource Specialist**

## JULY

H I X F R S H R S V P E D A Z F J W Y X  
T G I L J B H N M E V N V H A K J U Y Y  
N D T D J S Z S X O I H P M Q H V G Q O  
E C N E D N E P E D N I I E S A D Z I K  
Y X H C K G K I C G C L I N B S X C Q D  
X L N W V V C R A N Y P O A M K I X Q E  
S M U D K E U H I G T I V B V R H E M O  
N N O J E J W C A W T E P W E O W H B H  
U R J W F N S T J A B X I L N W T M C F  
Q H O A G O H M C D G A X P S E K Y O K  
D W Q J E E H A C I R E M A J R O I N S  
G B I F R C V T D L S W I M M I N G C R  
B N A I S H Y T R X W H Q Q S F V I E I  
E Q N R R E T Z F O I I D G T L W G R A  
N G C K B M D O X F F Q R H I R S Y T F  
S A V T N Q Q A C S O W Q Y U X R M S K  
J O C Y Z E U Z R E V L H G Q B O H M V  
J X V S N H H E O A G K L Z R I E H Q E  
R W S U R V K C S P P T V O K V F W M D  
D U P F U O N Y H E N P R F G E T R A Z

AMERICA  
BARBQUES  
CONCERTS  
FAIRS  
FAMILY GATHERINGS  
FIREWORKS  
FORTH OF JULY  
INDEPENDENCE  
PARADES  
PICNICS  
SWIMMING  
VACATIONS

### **Claim your GRAND PRIZE today!**

Be one of the first two people to complete the word search: Submit your responses to HR to claim your prize (reserved for direct care staff).

