

# NIA ASSOCIATION

4th Quarter  
Newsletter  
December 30, 2011

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## A Letter from the Executive Director

It is always my pleasure to talk about Nia Association and the wonderful work that we do. This past year was a busy one but a rewarding one. In the midst of tremendous challenges we continued to deliver exceptional services. Although discussions about budget cuts continued, we were able to stay on course with retaining quality employees as well as to recruit others to further aid us in providing quality services and supports.

The many accomplishments and attributes were the result of commitment and dedication. To each of you I give thanks. Thank you for the hard work and effort to garner another Exceptional Rating during the Quality Assurance Review in July 2011. The second such rating resulted in Nia Association being recognized as a 4 Star Agency by the Department of Intellectual and Developmental Disabilities in August 2011. The Employee Recognition Activity which took place in October 2011 gave us the opportunity to fellowship together as well as to recognize tenured employees and celebrate the Home of the Quarter. We are truly blessed and have much to be thankful for.

Other initiatives that helped propel us this year was creative scheduling in the Services Department, Human Resources going paperless as it related to employment and the exploration of telecommute employment opportunities. The year culminated with a fundraiser for the Disabled Combat Veterans that was held on December 9, 2011. The premise behind the fundraiser was to raise community awareness and support for those who have elected to serve our country and to ensure that our borders remain protected. Those in attendance had a wonderful time and we look forward to other initiatives of its kind.

As we close out 2011 and usher in 2012, it is important to remember that as N(naturally) I(innovative) A(advocates) we are guided by several philosophies:

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First, we first and foremost are people helping people. Secondly, we make a difference in the lives of those whom we support. Thirdly, we cannot become complacent in our efforts. There is much more work to do...and it is going to take all of us working together...sometimes moving outside of our comfort zone and too, sometimes being a willing vessel... even when you can't see what's ahead!

I am excited about the upcoming year. Thank you for all that you do and I truly wish each of you a blessed and safe Holiday season. Here's to a Happy New Year!

**Cheryl E. Durham**  
**Executive Director**  
**Nia Association**



### Important Dates to Remember:

|                          |                                |
|--------------------------|--------------------------------|
| January 2 <sup>nd</sup>  | Administrative office closed   |
| January 7 <sup>th</sup>  | Walnut Grove Board Mtg.        |
| January 12 <sup>th</sup> | Nia Association Board Mtg.     |
| January 16 <sup>th</sup> | MLK Holiday/office closed      |
| January 30 <sup>th</sup> | Home Director/Team Leader Mtg. |
| January 31 <sup>st</sup> | Distribution of W-2s           |

This has been a terrific year for Nia. Although the employee numbers dropped, we were able to actually do more with less. And, in spite of diminishing fees for services (DIDD reimbursements), we were able to meet our payroll, pay significant expenses, render financial aid to individuals when their personal funds ran short and bottom line of the financial briefing shows we are not operating in the RED.

We anticipate a great year in 2012. We have expansion strategies on the horizon. The recent Disabled Combat Veterans (DCV) event Nia facilitated on December 9<sup>th</sup> helped many local individuals and organizations actually learn about the Nia Association Ministries. Nia's work was highlighted in public print and media more than anytime during its 13 year existence. Amazingly, I learned that many extended family members and friends don't know the works that we do for the good of mankind. The DCV event was enjoyed by all who attended. It also heightened awareness of how very fortunate many civilians are because of the multiple deployments and sacrifices of our military neighbors in defense of our freedom.

The Serieux, Temptations Legendary performers from Detroit gave a dynamic two-hour, non-stop choreographed performance and paid tributes to all Veterans. Nia Associates, you are so fortunate and you should expect to participate in the 2012 annual fundraiser. These events serve to benefit all Nia Associates as well as the target benefit group. Realize the DCV event was to generate funds for disabled veterans. The anticipated outcome is more employment opportunities through the provision of Veteran caregiver services. In other words - JOB SECURITY.

It is my desire that Nia Association develops a Disabled Veterans Support Division. I am committed to rendering assistance to the growing number of local disabled veterans for many reasons. This endeavor in no way impacts the supports we currently provide people with intellectual disabilities. It is another ministry of needs for some well deserving men and women who need competent, experienced help.

As the imminent end of 2011 approaches, let us be diligent in seeking and responding to the Will of the Most High God. Let's step up with unprecedented tenacity to bless others and thereby receive blessings accordingly.

Serving According to His Purpose,  
**Mrs. Carol C. Stevens**  
**Founder and CEO**

To All Associates,

Another year done, many trials this year, and we are still standing. One can credit the fact that we are still standing to many, many reasons such as hard-work etc... and one would be correct.

However, The Creator is at the core of it all. Therefore, I give thanks to The Creator as the guiding and protection force, and I thank each of you for all that you do in keeping Nia the successful agency we are.

Have a happy and Safe New Year!!!

**Derrick L. Stevens**  
**Chief Operations Officer**

### From the Services Division

Can you believe 2011 is almost over? I surely cannot. Once again, I have to thank everyone in the Services Department for all their hard work. You all have put the service recipients first and remained flexible throughout the year. As with each year, there have been many changes and many trials, but we made it through to the other side. There have also been some wonderful events: Our second Exceptional Rating for our QA audit, our wonderful Employee Appreciation Event, new Service Recipients as well as new members of our team.

Going into 2012, I would like for everyone to be diligent in remembering to do proper shift change. If everyone arrives on time and conducts proper shift change before the outgoing staff leaves, many of the errors that occurred this year can be avoided. As the weather continues to get colder be mindful of how the service recipients are dressed before they leave the house and go out into the community.

Our goal is to always make the service recipients' lives more meaningful and I hope that in the upcoming year we continue to hold true to that in more creative and thoughtful ways. I hope that everyone has a wonderful holiday season, and that love and laughter fills everyone's homes. Thank you again for all your hard work this year!

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

## Human Resources Department

Nia Association is currently seeking position(s) for **Home Director and Direct Support Professionals**

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: Vida Kapari-DSP, Francine Large-DSP, Timeleah Looney-Johnson, DSP, Ashley Merritt-TL, Sherry Rogers-TL, and Tonya Sweatt-DSP.

### **Congratulations!**

**Ms. Aleca Miller was promoted to Home Director at Donna I**

**Ms. Nicole Woodall was promoted to Home Director at W. Thompkins**

**Mr. Morris "David" Brown was promoted to Home Director at Jacquie III**

**Ms. Sherry Rogers was promoted to Team Leader at Donna I**

### **HR Information Station!!!**

- W-2s will be distributed during the month of January. Associates are reminded to have their updated mailing addresses on file.
- 2012 trainings are forthcoming via the CDS system: Health Summary, Sexual Harassment, Workers Compensation, Drug-Free Workplace and more... This training will be required of all associates
- Are you planning your retirement? Open enrollment for 403b7 retirement plan runs through the month of January. Contact HR to sign up today!

Happy Holidays from your HR Team!

**Tiffany Edinburgh, Executive Officer**  
**Priscilla Hansen, HR Virtual Associate**

## Affordable Housing Opportunities...



**Now Accepting Applications!**  
**3 bedroom, 1 bath home**  
**(utilities included)**  
**Available Now**

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)



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



**Merry Christmas and Happy New Year from the Medical department!**

A few reminders....Med orders are to be turned in no later than Tuesday to guarantee pick up by Wednesday and no later than close of business on Thursday for Friday pick up. Please ensure when placing orders to maintain a 7 day supply.

All notifications of medical appointment forms should be turned in when paperwork is received for an appointment. Please be neat and accurate on all monthly documentation. All forms should include recipient's name, information and no blank spaces.

Always follow the medication administration record when giving medication. If there is something that causes confusion or questions please ask your supervisor.

Nia's Medical Department

## ***SPECIAL RECOGNITION CORNER***

*A special thank you goes to each of our tenured employees for their commitment to Nia Association's mission and providing outstanding services and supports.*

### ***Our 13 year employee is:***

Mrs. Carol Stevens, Founder and CEO

### ***Our 12 year employee is:***

Mr. Derrick Stevens

### ***Our 11 year employees are:***

Ms. Patricia Crews

Mrs. Heidi Hubbard

### ***Our 10 year employees are:***

Ms. Joyce Donley

Ms. Martha Jordan

Ms. Sandra McCown

### ***Our 8 year employees:***

Mrs. JoAnn Tramill

Mrs. Mattie Pleasants

### ***Our 7 year employees are:***

Mrs. Felicia Brown

Mrs. Delois Cowan

Mrs. Carolyn Eagle

Mrs. Priscilla Hansen

### ***Our 6 year employees are:***

Ms. Sherron Archuletta

Mrs. Pamela Beard-Cohn

Mrs. Lysa Green

Mr. Lawrence Laremore

Mr. David Love

### ***Our 5 year employees are:***

Mrs. Cheryl Durham

Mrs. Tiffany Edinburgh

Ms. Patricia Garrett

Ms. LaKeitha Moss

Mrs. Gwen Stevens

Ms. Victoria Vinson

Ms. Brenda White

Ms. Nicole Woodall

### ***Our 4 year employees are:***

Mrs. Toni Aleo

Ms. Latachis Clinard

Ms. Carolyn Garrard

Mr. Duane Lipscomb

Mrs. Lois Lisenbee

Mr. Sidney Mims

### ***Our 3 year employees are:***

Mr. Morris Brown

Ms. RicShawnda Downs

Ms. Maia McVea

Mr. Marcus Nichols

Ms. Shannon Payton

Ms. Thertrice Thomas

Ms. Ismari Velasquez

*Ms. Stacy Ward*

### ***Our 2 year employees are:***

Mrs. Ghada Al-omor

Ms. Ellen Barrow

Mrs. Debbie Lanier

Ms. MarKeita Sanders

Mr. Chad Marshall

Mr. Brandon McGowan

Ms. Metyshia McInnis

Mrs. Jennifer McNeill

Mr. Marvin Porter

Mr. Julian Ramey

Ms. Linda Robinson

Mrs. Wanda Walker

Mrs. Janie Williams

Ms. Alica Miller

### ***Our 1 year employees are:***

Ms. Alicia Hobdy

Mr. James Carpenter

Mrs. Loretta Marshall

Ms. Layaranda Rawlins