

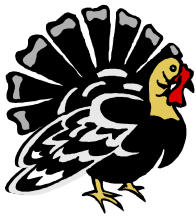
Access of the Red River Valley, Inc.

Access Bits

Access Giving Tree

If you haven't added a leaf to our 'Giving Tree', stop by the office when you have a chance.

Do you know a coworker, supervisor or other staff who did something to help you out, or went above and beyond in their job? Do they deserve praise? If so, write your thank you on the leaves we have at the office and we will post it on the 'Giving Tree'.



During this season of Thanksgiving....give thanks to those who make your day better in some way!

Holiday Information

Veteran's Day:



The office IS OPEN on Veteran's day but because it is a payday, our payroll needs to be processed earlier. All timesheets are due at noon on Monday, November 7th — NO EXCEPTIONS!!! (Note: This is the normal day and time that timesheets are due.)

Thanksgiving Holiday:



The Access office will be closed on Thanksgiving Day, Thursday, November 24th and Friday, November 25th.

Because this is also payday Friday, checks will be disbursed on Wed., November 23rd. In order for checks to be ready for the early payday, all timesheets must be turned in by noon on Monday, November, 21st — NO EXCEPTIONS!!

Christmas and New Year's:

The Access office will be closed on Monday, December 26th for the Christmas holiday.



The office will also be closed on Monday, January 2nd for the New Year's holiday.

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Quote of the Month

"The wind that makes music in November corn is in a hurry. The stalks hum, the loose husks whisk skyward in half-playing swirls, and the wind hurries on....

A tree tries to argue, bare limbs waving, but there is no detaining the wind."

~ Aldo Leopold ~



Schedule of Classes

• Medication Administration Classes are currently scheduled for Tues. Nov. 1st at 9am Thurs., Nov. 10th at 9am, and Thurs. Nov. 17th at 2:30pm.

• TI (Therapeutic Intervention) classes for November are on Wed., Nov. 3rd at the Access office, Wednesday, Nov. 9th from 11am—1pm and on Wed. Nov. 23rd from 1-3pm, both at the MCLC at 910 9th Ave. S., Unit C in Moorhead.

• Fraser, Ltd. CPR and First-Aid class dates for November and December are posted on our Access bulletin board in the office. Remember to sign up for these classes on the bulletin boards in the HR Department and Access will register you.

Employee Spotlight

Access would like to recognize our employees who have reached annual milestones.

We are very proud of our entire staff and especially congratulate those listed below!

Those celebrating one year service this month are: Direct Care Staff— Jenny Christen, Kelly Gemmill, Nicole Gunnarson, Jennifer Holzem, Sophia Larson, Sam Neumann, and Sarah Weisser.

Seven years service: Team Leader— Julie Chaffins.

Ten years service: Executive Director— Kathy Potter.



Flu Shots


The annual Flu Shot clinic was held at Access on Thursday, October 13th. If you weren't able to make it to our event, we encourage you to still get a flu shot.



Most insurances will pay for the cost. We recommend that all of our staff get flu shots because of the close contact with our clients.

Contact Sheila Lentz, our agency RN if you have any questions.

November 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 MED.ADMIN. 9AM	2	3 EXPENSE REPORTS DUE TI 3:30pm	4	5
6	7 TIMESHEETS- DUE AT NOON	8	9 TI 11AM- 1PM	10 PAYDAY MED.ADMIN. 9AM	11	12
13	14	15 EXPENSE REPORTS PAID	16	17 MED.ADMIN. 2:30PM	18	19
20	21 TIMESHEETS- DUE AT NOON-NO EXCEPTIONS!	22	23 PAYDAY TI 1-3PM	24 OFFICE CLOSED 	25 OFFICE CLOSED	26
27	28	29	30	31		29

Facebook

Check us out on FACEBOOK!

You can visit us on FACEBOOK and see when the MCLC has events and classes.

We have posted pictures from our different events including the Zoo Trip, Annual Client and Family Picnic, and the Holiday Party!

We will continually update with new pictures, including all the fun events we have at the MCLC.

We have links to make it easy for people to donate to Access so we can keep doing the fun activities and events for our clients.

MCLC News

MCLC has new hours and activities for Fall!

Mondays and Thursdays open 5-8pm

Tuesdays open 3:30—8pm

Every other Saturday open 1-4pm

If you have any questions about the learning center you can call Jane or Kristi at 233-3991.

- Movie nights are on the 1st & 3rd Mondays of the month.
- Arts and Crafts classes are payday Fridays from 5:00—6:30pm.
- There is also Bingo on the 2nd and 4th Tuesdays of the month!

Universal Precautions

Universal precautions are infection control guidelines designed by the Centers for Disease Control (CDC) to protect workers from exposure to diseases spread by blood and certain body fluids.

1)Barrier protection: includes gloves, eye, and face protection. Wear gloves where there is a potential for hand or skin contact with blood, or other potentially infectious material. Change gloves when moving from one patient to another. Wash hands thoroughly before putting on a new pair of gloves.

2)Hand washing: Thorough and frequent hand washing is essential. Wash hands or other skin surfaces if contaminated

with blood or body fluids. Highly encourage clients to wash their hands properly also. Some clients may need assistance in washing hands properly.

3)Handle instruments with caution: Avoid accidentally injuries that can be caused by needles, etc. Place used needles, disposable syringes, etc. in a puncture-resistant container marked with biohazard symbol for disposal.

****If you need STH hours, check with the front desk at the Access office for informational material that you can read regarding Universal Precautions as well as other topics.****

November 2011—MCLC Activity Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 3:30-8PM BINGO NIGHT	2 CLOSED	3 5-8PM NO BAKE COOKIE MAKING	4 CLOSED	5 TSHIRT THROW PILLOW MAKING 1-4PM
6 CLOSED	7 5-8PM MOVIE NIGHT	8 OPEN 3:30-8PM	9 CLOSED	10 OPEN 5-8PM	11 5-6:30PM THANKSGIVING CARDS	12 CLOSED
13 CLOSED	14 5-9PM VIKINGS/ PACKERS GAME	15 3:30- 8PM BINGO NIGHT	16 CLOSED	17 5-8PM FLOWER MAGNETS	18 CLOSED	19 1-4PM FRIENDSHIP BRACELETS
20 CLOSED	21 5-8PM MOVIE NIGHT	22 OPEN 6-8:30 PM only	23 CLOSED	24 CLOSED HAPPY THANKSGIVING	25 CLOSED	26 CLOSED
27 CLOSED	28 5-8PM FLORAL TISSUE COLLAGES	29 3:30- 8PM BINGO NIGHT	30 CLOSED			

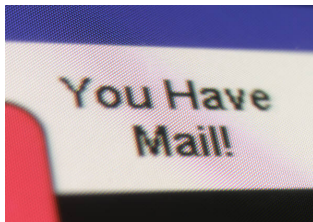
All Employees:

Please remember:

Don't forget to check your email for important Access information. It is one of the quickest ways we have to get information to all staff when needed.

If your email address changes, please let HR know so it can be updated in our system.

If you do not have email, we put copies of the emails in your mail bin so that you also get the information.



Upcoming Events



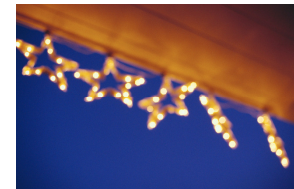
Used Book Sale at the Fargo Library downtown on Sunday, Nov. 6th from 1-5pm.

Arc Dances for the month of November are on the 14th and 28th. All dances are held at Ellen Hopkins School.



Lindenwood Park Lights-

A display of lights throughout Lindenwood Park. Phone 701.318.4747 for more information.



November 22nd is the **Holiday Lights Parade** downtown. For more info call 701-241-1570.



Holly Jolly Zoo Days at the Red River Zoo from Noon—4pm on Saturday and Sunday, December 17th and 18th.

Enjoy a variety of holiday activities and visit with Santa and Mrs. Claus!



The **Access Holiday Party** will be held on Friday, December 9th from 4:00pm—7:00pm. Mark your calendar — staff can stop by even if they are not working with a client.



Check us out online at www.accessrrv.org

MISSION

The mission of Access of the Red River Valley is to provide care and to support children and adults in their right to lead dignified, independent lives in the community.

For 27 years Access of the Red River Valley has provided quality care and compassionate support to assist people with disabilities realize their full potential.

Access is known throughout the community for our professional full time and part-time staff members who share in the Access mission and make a lifetime of impact.



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Access Directors:

- Executive Director: Kathy Potter
- Services Director: Bill Smith
- Human Resource Manager: Krista Svobodny