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Employee Spotlight

Lisa Calhoun- Administrative Assistant



Lisa Calhoun has been working at Central State Community Services since the beginning of September and during these last five months, she has brought organization and determination to the office. When you come or call into the Administrative Office, you are welcomed by her friendly greeting and the desire to assist with anything you need. Her favorite response to a "Thank you" is "My pleasure!" and she means it. In her spare time she enjoys motorcycling and hopes to get her husband to join her on a joyride in the near future. Our administrative team believes she is a sure asset! Thank you Lisa for all you do in supporting us every day!



Happy Birthday!

Gracie Hisler	2/3
Annette Perry	2/3
Emery Edsall-Parr	2/7
Jasmine Sawyers	2/8
Jessica McLellan	2/12
Phillip Parrish	2/14
Kimoya Green	2/15
Dorothy Adkins	2/16
Barbara Whitney	2/17
Christina Pipkin	2/22
Tysionna Smith	2/22
Alyssa Valenti	2/22
Corteny Hayward	2/24
Tonisha Fisher	2/25
Kinishasa Perry	2/25
Danielle Williams	2/26
Donna Dennis	2/28
Gayle Green	2/28



Happy Work Anniversary!!

Tiffany Jones	2/1	1 year
Annette Perry	2/8	1 year
Caleb Phillips	2/9	1 year
Novella Franklin	2/12	5 years
Rebecca Morgan	2/18	2 years
Sandra Slabinski	2/21	3 years
Breyana Williams	2/21	3 years
Michael Payne	2/22	15 years
Angela Starling	2/22	11 years
Rose Norris-Clements	2/24	9 years



February Safety Topic: Workplace Violence

What is workplace violence?

The CDC defines workplace violence as any “act or threat of violence, ranging from verbal abuse to physical assaults directed toward persons at work or on duty.” Examples include physical assault, robbery, and theft or destruction of private or company property. It can be caused by a coworker, contractor, customer, or former employee, and it can happen anywhere inside or outside the office.

How can you prevent workplace violence?

1. Improve the physical security like lighting and door access of your worksites.
2. Practice situational awareness.

What is Situational Awareness?

When was the last time you felt that prickle in the back of your mind? That gut feeling that something was wrong or that something might happen?

Maybe you could sense that your kitchen was warmer than usual, so you went to see if the oven was left on. Maybe you saw a cup placed very close to the edge of a table, and you moved it toward the middle to prevent it from getting knocked over. These are all examples of situational awareness, at least on a small scale. But how does this manifest at work?

This situational awareness framework was built for personal safety and awareness, but it can be just as effective in workplace situations. This framework uses colors to represent four levels of situational awareness that categorize how aware you are.

1. **Condition white** — This code means you are completely unaware, not paying attention to your surroundings.
2. **Condition yellow** — This code means you are relaxed, but still aware of what’s going on. There is no apparent potential threat, but you would notice if one appeared.
3. **Condition orange** — This code means you have a heightened sense of awareness. Maybe there is a potential threat nearby, and you begin to think about your response.
4. **Condition red** — This code means you are having to act on a threat. There is imminent danger, and you must respond.

The SLAM technique breaks down the process of awareness into four steps:

1. **Stop** — Pause what you are doing
2. **Look** — Observe the environment for potential risks or hazards
3. **Assess** — Assess and analyze the hazard
4. **Manage** — Take care of the situation by removing/fixing the hazard or stopping the task

Fear vs Awareness

It’s important to make a clear distinction between situational awareness and fear-based reaction. You don’t want to create an environment where employees are constantly on their toes or are scared of what will happen at work. This could result in more accidents than prevention because your employees are reacting rather than observing.

The goal of situational awareness is to promote a safe work environment, but being constantly on edge and afraid is not safe. So be sure to emphasize the importance of situational awareness from a calm and collected mindset. And remind employees that having training in situational awareness means they are less likely to be caught off guard by a threat.

<https://www.alertmedia.com/blog/situational-awareness-training/>

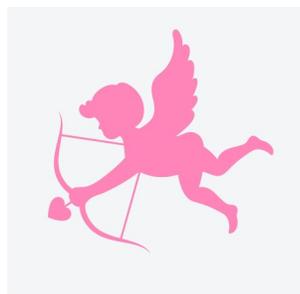


Why the red rose?

A traditional symbol of love and romance, the red rose is a surefire way to say "I love you" with a capital L. This bold and dramatic bloom represents deep passion, love and respect for the recipient, which is why it's the most popular choice for Valentine's Day. It's also why they tend to be the most expensive in February. Don't worry if you can't afford an entire dozen; even a single red rose has the same romantic symbolism as an entire bouquet



Who is Cupid??



Cupid is always seen on lots of Valentines cards and presents... but who is he?

Cupid, who was also known as Eros, was actually a Roman God.

He was the God of Love.

Legend has it that Cupid would shoot his arrow into people's hearts... which would make them fall in love!



TOLERANCE means: demonstrating respect for others who do not share my perspective. This trait is considered essential for Support Coordinators, Senior Support Coordinators and the Executive Manager.

You display Tolerance when. . .

You treat everyone in a fair and consistent manner.

You don't allow personal feelings to impact decisions and actions.

You help someone learn from their mistake.

You don't look for excuses to avoid unpleasant tasks and carry out requests even if you don't agree.

You are intentional in your response to others and don't have a "knee-jerk" reaction. With careful thought and effort, you shape your responses instead of letting others control you.

Five ways to improve a sense of TOLERANCE:

Look beyond appearances – Don't prejudge others based on outward characteristics. Restrain your emotions, look beyond others' actions and learn what they are trying to say.

Give room to grow – Put others in positions where they can succeed and give them room to grow. The only wasted mistake is the mistake from which you learn nothing. Do not pass judgment without pointing out hope.

Examine yourself – When you find yourself annoyed or angered, begin by examining yourself for similar traits. Take a deep breath and respond maturely.

Maintain the standard – Tolerance means upholding the standards we should work and live by, with the understanding that everyone is a work in progress – including yourself.

Respond appropriately – When conflicts arise, go to those involved and try to resolve the issue quickly. Stick to the facts. Different opinions indicate different perspectives, not multiple realities.

Think about this . . .

Dealing with people requires careful attention to integrity. Character flaws must be addressed, and personality traits must be respected. Without these standards, relationships at work and at home would soon cease to function. When tolerance is an overriding theme, there is generally more satisfaction, growth, innovation, and productivity.

When an engine runs out of oil, friction increases, heat builds up, and damage soon follows. Tolerance is like oil that keeps our relationships running smoothly.

Lynda's Sour Cream Cut-Out Cookies

Lynda Fath is our Accounts Receivable Clerk and she is known for her expertise in many things, including, baking. Here is the recipe for her cut-out cookies. These are the easiest and yummiest cookies. There is no need for refrigeration prior to cutting out. Enjoy!

1 Cup of Shortening/ butter (mostly butter)

2 Cups of sugar

3 Eggs

1 Cup Sour Cream

1 & 1/2 tsp. baking soda

1 tsp. vanilla

1 tsp lemon flavoring

5 Cups of flour



Cream shortening/butter, add sugar, eggs, sour cream slowly. Add vanilla and lemon flavoring. Set aside. Mix dry ingredients. Add dry ingredients to the wet mixture. Mix, roll, cut out shapes, and place unbaked cookies on baking pan. Bake at 375 F.

Valentine's Day Word Scramble



1. PRAYT _____
2. FEORWSL _____
3. DICUP _____
4. NRREDIILFG _____
5. SSKI _____
6. DYANC _____
7. READIMR _____
8. NEIILTANV _____
9. HGU _____
10. RESO _____
11. CCHAOTOLE _____
12. ETAD _____
13. FENIDR _____
14. RCDA _____
15. HRATE _____
16. ARETETEHWS _____
17. LVOE _____
18. FRARBYUE _____
19. TFIG _____
20. NFERIDYOB _____