



Special dates of interest

1st- New Years Day
6th- Take tree down day
9th - Clean your desk day
11th- Take the stairs day
13th - PAYDAY
16th - Martin Luther King Day (Admin Closed)
18th- Gourmet Coffee Day
19th - Popcorn Day
21st- Grandma's Day
22nd- Grandpa's Day
24th- Compliment Day
26th - Spouse's Day
27th- PAYDAY
29th- Puzzle Day

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Employee Spotlight:

Do you know how to nominate your favorite employee, co-worker, supervisor, and/or manager for the honorable Employee Spotlight? Yes? Great! No? Here are the steps:

1. Complete the Employee Spotlight Nomination Form located on the "H" Drive at: H:\Human Resources or contact Lisa at the office and she will send you a form.
2. Complete the form and send it to Lisa at: lcalhoun@cscsmi.com
3. Hint: Pick a day every month to think of someone whom you could nominate. It could be the first pay-day of the month or the day you send in all of your monthly paperwork.

Let's recognize our wonderful employees!



There's something about a clean house, a clean room that does wonders for the psyche.

CLEANING IS

Hard at first.

Messy in the middle

~ and ~

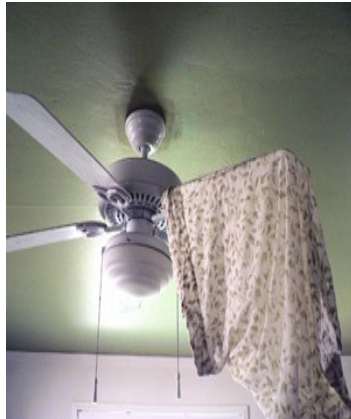
Gorgeous in the end!



Dehumidifier

Cleaning Hacks

1. Instead of using a rag to clean your ceiling fan, which usually results in dust falling onto your furniture and floors, try using your pillowcase. Slip it over the fan



2. Sanitize your sponges. Clean a sponge by dampening it and nuking it on high in the microwave for 2 minutes. (Wipe the inside of the microwave out after heating the sponge to get off any debris.)

Or, you may just put a bowl of water in your microwave, until it boils and leave it sit for a few minutes. Wipe off easily.



3. Try using some shaving cream/foam on your bathroom mirrors to keep them from steaming during your shower. It doesn't take much. Apply evenly and then wipe with a dry/clean towel. This tip also works well on your glasses to keep them from fogging. Reapply cream/foam as needed.



How to clean a humidifier with vinegar

Dry indoor air, especially in the winter months can lead to dry skin and sinuses - dry furniture and wood floors. Maintaining a proper level of humidity in your home is important for healthy living. Water is a breeding ground for mold and microbes and can begin to form within just a few days. It is suggested to clean at least once a week.

Stagnant water is a magnet for bacteria growth, and you don't want bacteria spewing back into the air, especially if family members suffer with asthma or allergies.

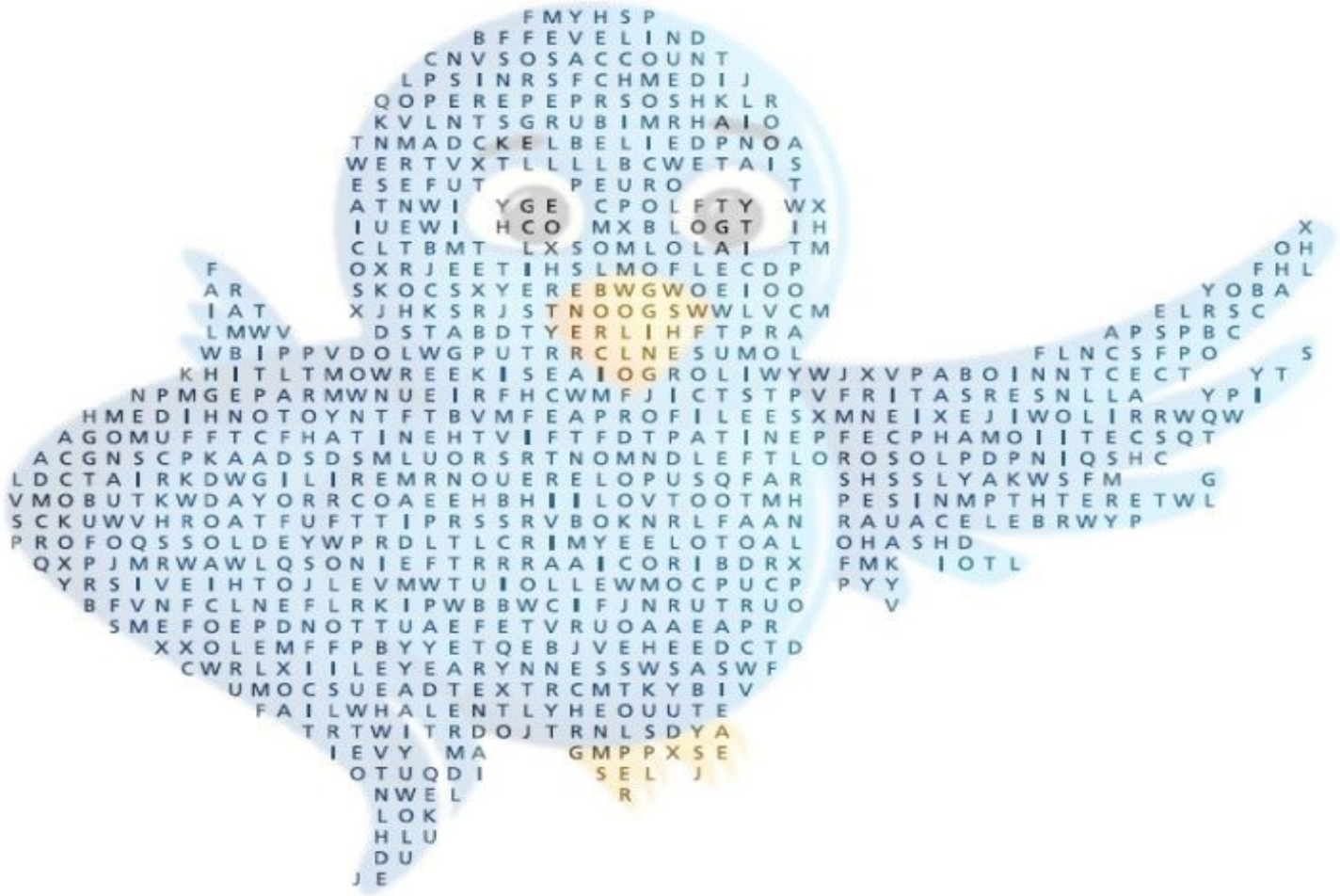
Step 1. Unplug and empty the humidifier and disassemble it completely.

Step 2. Base & tank, pour 1-2 cups of undiluted white vinegar into the water tank and swish around to wet the interior of the tank. (Some brands recommend a mix of white vinegar and water.)

Step 3. Place vinegar-filled tank on the base (or, if your humidifier allows, pour vinegar into the base), and allow the vinegar to drain into the reservoir to loosen mineral buildup. Let stand for 15-20 minutes.

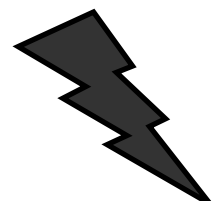
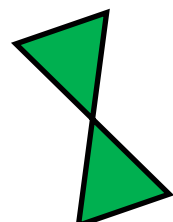
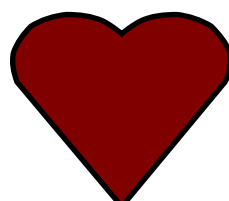
Step 4. Empty the vinegar from the tank and base & use a small, soft brush to scrub the crevices to remove any stuck-on mineral deposits. For small parts like the tank cap, wipe with a clean cloth or sponge dipped in full-strength white vinegar. If your model has a valve on the bottom of the tank, manually press the release button to allow some vinegar to flow through it.

Step 5. Rinse all parts thoroughly and air-dry, then reassemble.



Break Time! ~ This crossword may challenge you a bit !!

- | | | | |
|---------------|---------|------------------|---------------------|
| Twitter | Send | Profile | Subscribe |
| Tweet | Receive | Reply | Simplicity |
| Retweet | SMS | FailWhale | Platform |
| Microblogging | API | Downtime | Clients |
| Social | Text | Celebrity | URLShortener |
| Media | Message | Twitpocalypse | InformationOverload |
| Networking | Account | Trivial | Firehose |
| Updates | Link | Profound | TwitPic |
| Follow | Hashtag | AmbientAwareness | FollowFriday |
| Followers | Search | Publish | Trend |



DISCIPLINE means: choosing behaviors to help me reach my goals.

You display discipline when....

You respect the property of others, whether that be a neighbor, a family member, a retail merchant, a co-worker, a person we support, or a big corporation.

You stay within a personal budget and avoid going into debt.

You take responsibility for your own actions and don't blame others for your choices or your feelings.

You control your temper and resolve your anger quickly instead of letting it fester. If you feel yourself getting angry, you take a moment to exercise self-control and try to figure out what sparked your angry feelings.

You stifle a laugh/remark or redirect attention from gossip back to work.

Five ways to build DISCIPLINE

Look beyond today – Consider the long-term effects of every decision. Focus on something greater than your immediate wants and do what is best in the long run.

Guard your steps – Everyone has weaknesses, although some are slow to admit them. It is better to admit a weakness and take precautions than to deny reality and fail. Establish boundaries to protect yourself.

Restrain yourself – When you give in to every desire or whim you can harm not only yourself but others as well.

Turn away – In order to overcome a temptation, choose positive habits to overcome/replace negative ones.

Seek accountability – Each of us needs other trustworthy individuals who have the courage to point out weaknesses and help us grow.

THINK ABOUT THIS . . .

A nuclear reactor does not reduce the power released. It transfers and focuses that energy into a constructive form. Similarly, discipline makes a person constructive rather than destructive.

One way to show discipline is to avoid saying things that will hurt others. Do not make fun of others, criticize others, or gossip about others.



TRANSPORTATION: POLICY FOR STAFF AND DRIVERS

- ◆ Notifications come from the Secretary of State on active employees to the Human Resources Office. The driving records received must be checked with the designated drivers list to make sure these employees are still eligible and clear to drive residents and coworkers.
- ◆ If an employee has a suspended, expired, is unlicensed, or holds an out of state driver's license, a non-Driver Agreement form is completed by the employee and is returned to the HR office

Easy Chicken and Dumplings With Biscuits

Ingredients

3 or 4 chicken breasts
 32 oz chicken broth feel free to use water with bouillon cubes added
 1 can cream of chicken soup
 1 can Pillsbury layers biscuits 10 individual
 salt and pepper to taste
 flour



Instructions

Cook chicken breasts in approximately 4 cups of water until fork-tender, about 45 minutes.

3 or 4 chicken breasts

Place broth in a medium to large-sized pot. Stir cream of chicken soup into gently boiling broth. Add salt and pepper to taste.

32 oz chicken broth, 1 can cream of chicken soup, salt and pepper to taste

1 can Pillsbury layers biscuits, flour

Pull biscuits apart into three layers. Dip each layer into the flour and then tear each layer into three pieces and drop into gently boiling broth mixture.

Do not stir biscuits a lot or they will cook up. Only gently push dumplings down into broth as they float to the top. Cook for about ten minutes after the last dumplings are added.

Tear up the chicken and add it to the broth mixture. Turn to low until ready to serve.

Birthdays

February

Anniversaries

Gracie Hisler	2/3	Kinishasa Perry	2/25	Michael Payne	15 yrs.
Annette Perry	2/3	Danielle Williams	2/26	Rose Norris-Clements	9 yrs.
Emery Edsall-Parr	2/7	Donna Dennis	2/28	Novella Franklin	5 yrs.
Jasmine Sawyers	2/8	Gayle Green	2/28	Sandra Slabinski	3 yrs.
Jessica McLellan	2/12	Jimmy Williams	2/28	Breyana Williams	3 yrs.
Phillip Parrish	2/14	Brittany Grass	2/29	Rebecca Morgan	2 yrs.
Kimoya Green	2/15			Tiffany Jones	1 yr.
Dorothy Adkins	2/16			Sherrie Kennebrew	1 yr.
Barbara Whitney	2/17			Annette Perry	1 yr.
Christina Pipkin	2/22			Caleb Phillips	1 yr.
Tysionna Smith	2/22			Angela Starling	11 yrs.
Alyssa Valenti	2/22				
Corteny Hayward	2/24				
Tonisha Fisher	2/25				