

N O V E M B E R 2 0 0 6

S.T.E.P. News

Bringing you stories and information from around the office and our community.

DIRECTOR'S NOTES

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I recently had the opportunity to hear Norman Kunc speak at the Supported Life Conference in Sacramento. Norman is a brilliant writer, producer and public speaker from Canada. Norman challenged me to look at my own perceptions of "disability". When he was first telling stories illustrating that disability is usually equated with deficiency, I thought that it didn't really apply to me. After all, I work in this field. I work for a progressive agency. But as I listened, I began to realize that even my paradigm about disabilities needed some shifting. Norman was talking about the idea that having a disability means something is broken and how we, as direct support professionals, feel the need to try to fix, improve or correct. I think he is right, we spend a lot of our time trying to fix or change the people we support. Norman said that disability is not the problem, the problem is social injustice. He argues that ability should not determine opportunity and that it is opportunity that really defines our lives. He asks you to think of 5 famous artists. Now think of 5 famous musicians. Did you list people like Van Gogh, Picasso, Michelangelo, Bach, Mozart, Beethoven, etc? How many famous artists and musicians were women? Does that mean all women have no artistic or musical talent? Or does it simply reflect the lack of opportunities for women to study art and music in earlier times? Norman explained that the way we see people with disabilities affects the amount of opportunity offered. How many times have we unintentionally limited a person's access to choice or opportunity simply because they are a "client"? Something to think about...To check out more of Norman Kunc's work, go to www.normemma.com.

Melanie Bazile
Executive Director

ANNOUNCEMENTS

DATES TO REMEMBER

STEP Holiday Party

FRIDAY - December 1, 2006
5:30 pm – 10:00 pm

Scottish Rite Masonic Center
6151 H Street
Sacramento CA 95819

S.T.E.P. Clients & Employees
Free Admission

Additional family & friends
\$10.00 per person

Children under 5 years
Free Admission

YOU MUST R.S.V.P.
FOR ENTRY BY:
NOVEMBER 20, 2006

Voice (916) 679-1555
TTY (916) 679-1526

New IHSS Process

Effective October 23, 2006 STEP is no longer dropping off IHSS forms and/or IHSS time sheets. As a STEP employee you are required to bring your IHSS time sheets after the last day in the pay period to have it signed and verified by the Generic Resource Coordinator. ALL IHSS time sheets “dropped off or put in Generic Resource Coordinator’s box will be signed and verified and then placed back into employees box for pick up by the employee. Any issues with your IHSS time sheets or paychecks you must contact IHSS directly. STEP has no input or control over how and when IHSS processes their payroll. The IHSS phone number is 874-4201.

- Lisa Barrows
Generic Resource Coordinator

Benefit Information

401k Plan:

Many of you have your money in the Cash Management Fund, rather than Mutual Funds. That is great if that is where you want your money to be, but if not your funds can easily be moved on-line. Last year our available funds changed, and folks that did not actively elect new funds were put in the cash management fund. You may check and change your funds via the internet at www.invesmart.com. Your password when you enter for the first time will be your date of birth (6 digits ex: MMDDYY). You may also access using the Voice Response Option at 1-800-370-9601. For more detailed information, contact Patti Dixon.

401k Open Enrollment meeting will be held December 12th, time to be announced. Following the Open Enrollment meeting an additional meeting regarding fund elections and options will be held for those interested. ANY AND ALL ARE WELCOME TO ATTEND THESE MEETINGS, we would love to see you there!

All employees are welcome to attend any meetings, please do not bring clients, as it is not beneficial to them and violates our policy. Make arrangements with your supervisor for coverage if necessary.

Open Enrollment for health/dental and life insurances will be held on November 28th and 29th. Specifics will be out the first week of November. Remember that *all* employees will need to sign paperwork, so plan to attend.

- Patti Dixon

The End of the Year is Almost Here

As the end of the year approaches the Finance Department wants you to be informed about paydays for the rest of this year and for 2007. There will not be a 3rd payday in December this year. Also, because of STEP's holiday schedule there will be three paydays in 2007 when we will not be able to do Direct Deposit for you. Paychecks will be available at the STEP office on payday – or – you can have your check mailed. If you choose to have your check mailed, please be sure you have the proper paperwork on file with the Payroll Dept.

We also want to ask that you all look at your paychecks and be sure that the address on your check is your current address. This is the address that the payroll system will use to generate your W-2.

- Claudia Loveless

STEP PAY DAY SCHEDULE

	PAY PERIOD		PAY DAY	
REMAINING 2006				
OCTOBER	10/1/06	10/15/06	FRI	20
NOVEMBER	10/16/06	10/31/06	TUE	7
	11/1/06	11/15/06	WED	22
DECEMBER	11/16/06	11/30/06	THU	7
	12/1/06	12/15/06	FRI	22
2007				
JANUARY	12/16/06	12/31/06	FRI	5 *
	1/1/07	1/15/07	MON	22
FEBRUARY	1/16/07	1/31/07	WED	7
	2/1/07	2/15/07	FRI	23
MARCH	2/16/07	2/28/07	WED	7
	3/1/07	3/15/07	THU	22
APRIL	3/16/07	3/31/07	FRI	6
	4/1/07	4/15/07	FRI	20
MAY	4/16/07	4/30/07	MON	7
	5/1/07	5/15/07	TUE	22
JUNE	5/16/07	5/31/07	THU	7
	6/1/07	6/15/07	FRI	22
JULY	6/16/07	6/30/07	MON	9
	7/1/07	7/15/07	FRI	20
AUGUST	7/16/07	7/31/07	TUE	7
	8/1/07	8/15/07	WED	22
SEPTEMBER	8/16/07	8/31/07	FRI	7 *
	9/1/07	9/15/07	FRI	21
OCTOBER	9/16/07	9/30/07	FRI	5
	10/1/07	10/15/07	MON	22
NOVEMBER	10/16/07	10/31/07	WED	7
	11/1/07	11/15/07	WED	21*
DECEMBER	11/16/07	11/30/07	FRI	7
	12/1/07	12/15/07	FRI	21

***NO DD**

Due to STEP's Holiday schedule there will be NO Direct Deposit on these pay days. Paychecks will be available at the STEP office.

FEATURE

A Fall to Remember

by Lynn Vaughan

Autumn is my favorite season! I love the beautiful weather, the big harvest moon, chunky sweaters, and the smells of fall. My favorites are hot apple cider, wood burning fireplaces, candle lit pumpkins, and best of all – Roasting Turkey! Besides Halloween and Thanksgiving there are many special dates to recognize in Autumn.

Saturday, November 11th, is Veteran's. The purpose of Veteran's Day is to celebration and honor America's veterans for their patriotism, love of country, and willingness to serve and sacrifice for all of us at home. Maybe you will show your appreciation by going to a parade like the one being held in Marysville on Saturday, November 11th, at 11:00am on D Street, or maybe you will wear a red poppy flower that shows your how proud you are of a loved one that has served in the U.S. Military.



Lynn's dad Guy Patton

That is what I am going to do. I am so proud of my Dad, Guy Patton, who served in the Army in France during WWII. The tradition of serving continues on as my Niece, Nicole, is an R.N. in the Army, and my nephew Jeremy is a Blackhawk Helicopter Pilot also in the Army. They have both served in Iraq.

Many in our STEP family have loved ones actively serving today. Our thoughts are with them. I have been thinking a lot about a quote I read by General Douglas MacArthur, "The soldier, above all other people prays for peace, for he must suffer and bear the deepest wounds and scars of war".

Attention, all family members of people currently serving in the Armed Forces:

U.S.A.F. Recognition Board

Sandy Jones

We want to recognize and salute all of our friends and family members who are serving in the U. S. Armed Forces by posting their pictures and names on our U.S.A.F. Recognition Board. We have had many people express a desire to correspond with our men and women that are serving our country. It doesn't matter what we may feel about the current situation abroad and at home, we still want to show our troops that we have NOT forgotten them and that we care very much. Please bring in your photos of your loved ones that are serving and we will PROUDLY post them on our Board. You may include their mailing address if you would like, and someone will be happy to correspond with them.



Lynn's niece Nichole

Come on everyone!

Show your support for our brave troops!!!

DEPARTMENT NOTES

ILS Independent Living Services

Well it's that time of the year!! The holidays are going to be here sooner than we think. We know that it is a really hard time for some of our folks this time of the year. Let's everyone keep in mind that many of our folks don't have family and will be alone this holiday season. We are encouraging instructors to assist their clients with inviting others over for holiday get together.

This will be our **4th annual Food & Toy drive**. We will begin collecting non perishable items starting November 1st through December 19th. The food drive is open to all clients that are in need. Please send a list of your clients who will be in need of food to MichelleA@STEPsite.com.



2005 ILS Food and Toy Drive

We will be doing something a bit different this year for the Toy Drive. We will be asking the children that we support to write a letter to Santa. We will have the letters and pictures of the children posted so that if you choose to purchase a toy off one of the letters you can or any toy for all ages is accepted and appreciated!

If you have any questions please see one of the ILS directors.

The **Parenting Support Group** will be hosting a Thanksgiving Dinner on November 16th from 3:30 – 6pm. Every year the parents of the support group bring a dish to

share with everyone. If you have a client that you know has no family involvement and will be alone this Thanksgiving Holiday, please see one of the ILS directors.

Did You Know the following Holiday's are between October 15th through the end of the year:

October 16th- National Boss's Day
October 24th- United Nations Day
October 29th- Day Light Saving Time
Don't forget to set your clocks back an hour!
October 31st- Halloween
November 1st- All Saints Day
November 2nd- Day of the Dead (whoa!!)
November 7th- Election Day
DON'T FORGET TO VOTE!!!!
November 11th- Veterans Day
November 20th- Revolutionary Anniversary
November 23rd- Thanksgiving (gobble gobble)
December 7th- Pearl Harbor Remembrance Day
December 12th- Virgin of Guadalupe
December 15th- Hanukkah- begins at sundown
December 16th- Hanukkah
December 25th- Christmas
December 26th- Kwanzaa begins
Boxing Day

- Anna, Heather and Michelle

D-SLS Deaf - Supported Living Services

The D-SLS unit continues to grow rapidly and there has been an increase in hiring new employees for our new clients. We pleasantly want to welcome new clients: Alex H. from Riverside, Kim K. from Sacramento, and Joey A. also from Sacramento.

Welcome new employees Luis Ledezma, Joseph Malone, Greg Awalt, Charles Mcdonell, Rachel Woolman, Tina Bauman and Mark Osbourne.

We have an opening for Staff Development Coordinator (New!) and SLS Coordinator positions. More info can be obtained from H/R or the front desk.

- Deslin Malone

H-SLS

Hearing - Supported Living Services

September was a busy month for the H-SLS department. We planned for, prepared for then worked at **Camp Grizzly**. It was an exciting and enjoyable time for our consumers. The unit was really proud of the participation from consumers who attempted new activities.

Brian C. and **Robin H.** were daring with their involvement in the ropes course. We had some of our newer consumers like **Tom K., Joe M.** and **Mike M.** attend camp and they had a great time. Our unit recognizes the effort that many of our staff put forth in their attendance and participation at Camp Grizzly this year.

We were especially impressed with **Sonia Smith** who helped one of our consumers who, during dinner, began to choke. She was there to assist them and they were both able to go along with their evening enjoyably.

We would like to take this opportunity to say thank you to all the staff who worked so hard at camp... Thanks for your teamwork and support to our consumers!

- Sandee Nieves

CAC

Consumer Advisory Committee

The Consumer Advisory Committee met on 10/9/06. Thanks to Debbie Moreno for co-leading the meeting with Melanie. We reviewed the purpose and duties of the CAC:

Purpose of CAC

- Talk about STEP services
- Give input about STEP, policies, training, philosophy and employees
- Update – what’s actually happening
- Educate people

Role, Responsibility and Duties

- Attend meetings
- STEP functions preferably with one week’s notice
- Able to report on projects
- Be on time for meeting
- Quality participation (interact as a group, sharing opinions & ideas)
- Representative of the agency
- Meetings co-lead by facilitator & participant (voluntary)
- Show up for meetings on time and be prepared
- Follow agenda at meeting
- Discussions are not personal but purposeful

- Meeting 2nd Monday of every month
- Stay awake for meetings
- Provide own transportation to meeting
- One person speaks at a time-listen
- Agenda materials mailed out 2wks before review
- Ask for help when needed
- Reserve the right to invite a facilitator for communication purposes
- Own group – not facilitators sole responsibility to open meetings once a year – open house
- Meetings are confidential
- Meetings – no attendants
- Respectful to others ideas
- Be an example
- Before you attend the meeting be sure you have eaten, use the restroom (etc) before the meeting begins

Attendance Policy

- Inform facilitator or attendance coordinator if missing meeting
- Do not miss more then 2 meetings consecutively

Membership

- STEP consumer
- Developmental Disability
- Able to participate and communicate with assistance
- Ability to understand information with assistance
- Nominated for CAC
- Attend 2 meetings – vote by committee- majority
- Balance –not just one kind of disability
- 3 year term- vote if continue

We plan to put this information into a brochure as well as the STEP website. We also discussed having a new consumer orientation hosted by the CAC once a month during our regular meeting. At this orientation we could give some background about STEP, cover consumer rights and what to expect from people in various positions.

We discussed our consumer supervisor training class and set a target start date for March 2007. We decided that the majority of our meetings in November, January and February would focus on this class. We decided that the first class would be on the same day as our CAC meeting with the first hour as a practice time and the second hour being the actual class. We thought we would start with 5 participants.

The Next meeting is **November 13th, 2006 from 1:00pm to 3:00pm at STEP**. Leigh and Deanna will co-lead this meeting. Please review the SLS Coordinator job description and supervisor class outline before the next meeting.

- Melanie Bazile

* *Step Stars* *

Meridith Blake for your participation in Special Olympics golf; congrats on bringing home the trophy!

- *Sandee Nieves*

Angela Olson for assisting a consumer from another company and traveling all the way to Los Angeles to get them home safely.

- *Sandee Nieves*

Carol Nolan for helping out at the Eureka office and relocating a consumer.

- *Sandee Nieves*

Thanks to **Melissa Knight** for the care and concern you showed to Aaron during a medical situation. I appreciate your follow-through. You were there for him like any friend would be.

- *Melanie Bazile*

Thanks to all of **Ally's staff in Eureka**. You are doing an incredible job and S.T.E.P. is very proud of the team you have assembled.

- *Melanie Bazile*

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For questions, comments, or to submit an article and/or pictures to the STEP Newsletter, please contact our editor:

J. A. (Jude) de la Concepcion
judec@stepsite.com

NOVEMBER Birthdays

Daniel Quinones	4-Nov
Debbie Wines	5-Nov
Sharlene Ishii	1-Nov
Chad Aurich	14-Nov
Jason Perdew	6-Nov
Acacia Chastain	15-Nov
Noe De los Santos	10-Nov
Paul Vetterli	12-Nov
Linda Horton	20-Nov
Kimberly Evans	8-Nov
John Stoddard	26-Nov
Tammy Hudson	4-Nov
Melissa Reich	19-Nov
Linda Hernandez	11-Nov
Marepi Pimentel	16-Nov
Angel Hildebrand-Sanchez	2-Nov
Sharon Shilder	18-Nov
Natalie Collins	28-Nov
Martha Baxter	20-Nov
Melanie Bazile	21-Nov
Annette Boyd	24-Nov
Doug Findlay	6-Nov
Zipporah Gaines	28-Nov
Laura Godfrey	25-Nov
Doris Harris	19-Nov
Robert Johnson	22-Nov
Sandy Jones	22-Nov
Nicole Kitchen	30-Nov
Michael LaPilusa	20-Nov
Lawanda Lee	20-Nov
Jan Lepisto	2-Nov
Robert Miller	20-Nov
Roger Miller	3-Nov
Linda Nicholson	3-Nov
Sarah Nixon	20-Nov
Michelle Noschese	14-Nov
Bertha Nyamadzawo	29-Nov
Dianne Olafson	10-Nov
Angela Olson	21-Nov
Fred Seghetti	8-Nov
Debbie Smith	9-Nov
Sonia Smith	12-Nov
Tom Sontag	17-Nov
Jacque Staley	26-Nov
Kathy Vessles	14-Nov

STEP

Strategies To Empower People

5945 Palm Drive
Carmichael CA 95608

Phone: 916 679 - 1555

Email: step@stepsite.com

Website: stepsite.com



Building on a foundation of quality.

Jen's Tricky Trivia

Who held the FIRST Thanksgiving parade, where & in what year?

JEN WILL START ACCEPTING TRIVIA ANSWERS ON NOV. 15.

The first person to answer this question AFTER NOV. 15 will win a PRIZE!

Please see Jen Jones and collect you winnings!

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Last month's Trivia: Who is the author of the first American dictionary, his birthday is celebrated on October 16?

Answer: Noah Webster **Winner:** Nichole Sutherland

