



MEMORANDUM

TO: All Marklund Employees

FROM: Gil Fonger, President & CEO

DATE: January, 3, 2019

SUBJECT: Shelley Lewis – Administrator, Marklund Wasmond Center, Transition

I regretfully announce the retirement of **Shelley Lewis**, Administrator of the Marklund Wasmond Center, effective Friday, January 25.

Shelley made this difficult decision after much thought and while this is a great loss for Marklund, we are grateful for her 40 years as the Administrator and the wonderful care that she has given to hundreds and hundreds of residents who have called this place home.

Shelley has been a part of the Wasmond Center/Little Angels history since it was founded by her mother, Pat Wasmond, in 1958. Even as a child, she helped to care for the residents. Soon after Shelley became a nurse, her mother asked her to become the Administrator in 1979. Just as her mother did, Shelley always considered the residents an extension of her family. Adding to her legacy of service was the instrumental role she played in the merging of Little Angels with Marklund in November 2016.



It is always sad to lose a dedicated, passionate, knowledgeable leader but we are happy for her as she begins this new chapter of her life. I have a feeling that she won't be a stranger! ☺

I am happy to share that **Michelle Orwig**, the current Director of Nursing who is also a Licensed Nursing Home Administrator, will be assuming that role upon Shelley's retirement. Michelle has worked very closely with Shelley over the past almost two years. I have every confidence that she will be an exceptional leader who will continue our promise...to **make everyday life possible for individuals with profound disabilities**.

Please join us on Friday, January 25, at the Marklund Wasmond Center to wish her well and thank her for over four decades of service. More details to follow.

Jan. 3, 2019

The second most important book that I have ever read is “Seven Habits of Highly Successful People” by Stephen Covey. The first of the seven habits is simple and yet profound, “**Be Proactive.**” Here is the definition:

proactive; adjective: **pro-active**
creating or controlling a situation by causing something to happen
rather than responding to it after it has happened.

You cannot get to the other six habits unless you realize and practice the power of this one.

My daughter loves to watch Animal Planet so we watch it almost every morning as I am getting her breakfast. I am always amazed at how intelligent animals are, particularly many dog breeds, and what they can be taught. Despite their intelligence, animals respond to their circumstances by either instinct or training.

A unique ability that sets humans apart from animals is self-awareness and the ability to choose how we respond to our circumstances. Proactive people are driven by values that are independent of circumstances. Values help us to weather the storms of life.

In the midst of the struggle to gain independence from the absolute power of British colonial control in India, Gandhi said, “They cannot take away our self-respect if we do not give it to them.”

Our response to what happens to us affects us even more than what actually happens. We can choose either to use difficult situations to build our character or as an excuse for inaction and bitterness. Tough times can either strengthen us or drag us down but they never leave us the same.

I believe that our celebration of the New Year is our fundamental desire for a second chance. The fact is that we can **be proactive** and make any day a new beginning. I pray that each of us will make 2019 the best year yet.

Happy New Year!



Gil



W2's are expected to be available online as early as, January 11, 2019.

W2's will not be distributed in paper form. Employees will need to view and print a copy of their tax form through the **Paylocity Self Service Portal.**

Instructions will be available shortly.
Please continue to check your emails for updates.

Any questions please contact Shannon Gardner, ext. 5460.

Thank you,
SHANNON GARDNER
Accounting and Payroll Coordinator

Congratulations Anniversaries

Leon, Ellen R.	01/02/2018
Beuning, Kristy N.	11/01/2016
Melendez, Diana	11/01/2016
Koenig, Cassandra	01/05/2009
Dabao, Adrian	01/07/2008
Cunz, Janet K.	01/08/2018
Delapaz, Odalys	01/08/2018
Hafeman, Mariles G.	01/08/2018
Ontiveros, Erik	01/08/2018
Proz-Ozinga, Amy M.	01/08/2018
Milligan, Sarah C.	01/09/2017
Steffen Lombardo, Amanda A.	01/09/2017
Schwabe, Alyssa A.	11/01/2016
Banke, Deborah A.	11/01/2016
Hodges, Chiquita A.	11/01/2016
Stein, Madeline N.	01/15/2018
Schreiner, Laura D.	11/01/2016
Garcon, Paula	01/21/2008
Jones, Brea N.	01/22/2018
Kopulos, Angela N.	01/22/2018
Melecio, Oneida Y.	01/22/2018
Osman, Darya K.	01/22/2018
Pauls, Bernadette C.	01/22/2018
Hansen, Alyssa L.	01/23/2017
Hill, Shataya S.	01/23/2017
McNaught, Julia A.	11/01/2016
Durnil, Shelly E.	11/01/2016
Dragoo, Randy	01/24/2005
Stefanik, Jeannie	01/26/2015
Nievera, Lucita	01/27/2003
Williams, Angela	01/28/2013
Chen, Beatrice	01/29/2018
Humphries, Lauren L.	01/29/2018
McNichols, Lena S.	11/01/2016

Congratulations to Melissa (Lead PSP Coordinator-MHC) and Jason Lloyd!

They entered Marklund's Luxury Suite Raffle contest and won an overnight stay in a Luxury Suite at the Chicago Marriott Downtown the night of Top Hat Ball, with breakfast and mimosas for eight the next morning!

Thanks to everyone who entered!



Congratulations to our holiday Reindeer Contest Winners!

Natalie Rubino
Julie McNaught
Bhavika Thakkar
Charity Bothele
Elizabeth Jacobson

Start 2019 by Referring a NEW Employee!

At Marklund, we are always looking to grow our teams with talented people, just like you. That's why we are excited to announce our **EMPLOYEE REFERRAL BONUS PROGRAM**

Refer qualified candidates and as a "thank you," we will offer you \$1,000 per hire.

Here are some specifics about the program:

\$1,000 Employee Referral Bonus		
<u>You are paid the following if you referred:</u>		<u>After your applicant completes:</u>
Full-time (.8+ FTE)	Part-time (.5-.7 FTE)	
\$250	\$125	3 months of regular employment
\$500	\$250	6 months of regular employment
\$250	\$125	12 months of regular employment

- This referral program is valid through June 30, 2019. To be eligible for the referral bonus, your applicant must apply by June 30, 2019.

To be eligible for the referral bonus:

- The candidate MUST apply through our career page on our website (www.marklund.org).
- The candidate MUST put your FULL name (first and last) in the "referred by" on their application through our career page or give the recruiter your first and last name during the phone screen. To be fair to all employees, we cannot make exceptions to this.
- The candidate must be an applicant who has not been on Marklund's payroll for at least one (1) year.
- SPOT and HR are not eligible for this program.

Program Administration:

- Marklund reserves the right to determine whether or not referred applicants are qualified for the positions.
- All candidates will be evaluated for employment consistent with our organization's policies and procedures.
- All information regarding the hiring decision will remain strictly confidential.
- Only those employees who refer regular full- or part-time (not IHR) are eligible for the bonus. However, IHR employees are able to participate and qualify for the program if they refer a regularly scheduled full-time employee.
- Both parties must be employed with Marklund at the time of payout. In addition, the referral must remain at full-time status for you to be eligible for payouts. Bonuses will be paid on a regular payroll cycle and applicable taxes will apply.
- Marklund may modify or discontinue this program at any time. Should the program be discontinued, any in-process referrals will be handled on an individual basis.

For more information about the Employee Referral Bonus Program, please contact Marie Loiacono, Director of Talent Management & Talent Acquisition, at 630-593-5475 or mloiacono@marklund.org

Thank you in advance for your referrals!



Be entered into a quarterly drawing for a \$250 Amazon Gift Card each time you refer an employee (hired or not)

#RepresentMarklund!

Jen Bishop,
Teacher Assistant at MDS Elgin
Representing Marklund in Russia.



"I went to Russia for on a humanitarian clowning adventure with Patch Adams (the doctor Robin Williams played in a movie many years ago; yes -- he IS a real human being!) and 36 other strangers-who-became-friends from 14 different countries around the world, ages 16 - 73. We clowning in hospitals, orphanages, hospices, senior centers, a children's prosthetics center, an art exhibit, a gala for Maria's Children (a non-profit for orphans, special needs children, and orphanage graduates), on the street, on the metro -- everywhere. It was deliciously EPIC!!! And truly life-changing."

On your next vacation or getaway, bring Marklund along!

Take a photo of yourself wearing Marklund attire, and we'll include it in an upcoming edition of *Connections*. We want to see how many places and just how far the Marklund brand can reach!

Email your pics to Dawn Lassiter-Brueske, **Director of Marketing & Communications**, at dlassiter@marklund.org.

Who's Who at Marklund — FOCUSING on SPOT

Gil Fonger, President & Chief Executive Officer



Office Location— Main office at MHC; Also has desk in main cubicle room at MPC and uses Administrative Office at MWC

Reports to — Marklund Board of Directors

Marklund Anniversary — February, 2011

Previous employment — 20+ years working for nonprofits including at Little City Foundation. Worked as a pastor for more than 10 years and served as an officer in the Coast Guard

Contact information — gfonger@marklund.org; 630-593-5476

SPOT stands for Strategic Planning and Operations Team.

It consists of 10 Senior Management staff, led by Gil Fonger. For the next several issues of *Connections*, we will provide a brief bio of each SPOT member to help staff get to know the team.

HOLIDAY FUN!

Open Houses with families, friends, staff and volunteers brought joy of the season to our residents and community clients!



All Gift Opening photos can be seen at U:\Photos\2018 - Calendar Year under the folder names of "Gift Opening - MHC," "Gift Opening - MPC," and "Gift Opening - MWC."

REGISTRATION NOW OPEN!

AMITA HEALTH™
presents

APRIL 28, 2019



Register today for Bloomingdale's Second Annual
RUN, WALK, & ROLL 5K/1MILE event.



Participant T-shirt, delicious food,
live music, mini horses, prizes, and more!

Fill out a status form and return to
Race Director Natalie Sarby,
or register online at
www.marklund.org/5kbloomingdale

For additional information or questions,
please contact Natalie Sarby at
nsarby@marklund.org.



MARKLUND - STATUS CHANGE AUTHORIZATION

Check Employee Home Location:

☐ MPC ☐ MHC ☐ MWC ☐ MDS ☐ MTH
☐ MSH ☐ MHH ☐ MMC3 ☐ MRH ☐ MVH

Status Prior to Change: for name change, employee must go to Human Resources to complete all Benefit Change Forms

Employee Name		Employee SSN	Today's Date	Effective Date of Change Same as Today's Date	
Dept. No.	File No.	Job Title		Position No.	Shift
F.T.E.	Badge No.	Base Rate			

Labor Allocation:

☐ MHC _____% ☐ MDS _____% ☐ MVH _____% ☐ MSH _____% ☐ MRH _____%
☐ MCH _____% ☐ MMC3 _____% ☐ MHH _____% ☐ MTH _____%
☐

PLEASE MAKE THE FOLLOWING CHANGES:

Dept. No.	File No.	Job Title	Shift	Dept. No.
F.T.E.	Badge No.	Base Rate		

I AM ENROLLING TO PARTICIPATE IN THE MARKLUND RUN, WALK, & ROLL- Bloomingdale ON APRIL 28, 2019.
PLEASE DEDUCT THE FOLLOWING AMOUNT ONCE FOR MY ENROLLMENT FEE.

(PLEASE CIRCLE THE ENROLLMENT LEVEL YOU CHOOSE TO PARTICIPATE IN)

\$35.00 – PARTICIPATE IN THE 5K with shirt

\$25.00- PARTICIPATE IN THE 1 Mile with shirt

*Shirt Size: S M L XL 2XL 3XL

*Shirts Available Until April 12th

AGE ON RACE DAY: _____

YOUR CELL #: _____

YOUR EMAIL: _____

EMERGENCY CONTACT NAME/PHONE: _____

Employee Signature (required)

Manager/Supervisor Signature (required)

Date

Human Resources Signature (required)

Date

VP/Executive Signature (all raises over stated guidelines)

Date

UPDATES

Thank you!

Mcmaster-Carr
Supply Company for
the generous gift of
\$5,500
for
General Operating Funds

Thank you!

Laughing Acres Family
Foundation for
the generous gift of
\$5,000
for
Outings and Activities
at MHC

CORPORATE PARTNERS

WELCOME **RUSO** RussoPower.com as our new Corporate Partner!

Marklund residents and community clients assembled ornaments during DT for **Russo Power Equipment** to attach to their gifts to their top 100+ customers. Thank you Jeannie Stefanik, Brittany Maertzig, and Bhavika Thakkar for taking the lead in getting the ornaments ready and to Russo Power Equipment on short notice.





Employee Assistance Program

Support and Work-Life Website

Work, family, life in general – they all take a toll. Your employer recognizes the challenges of balancing work with the circumstances of everyday life. The Northwestern Medicine Employee Assistance Program (EAP) is available to help you and your family navigate through rough times. This free, short-term assistance program provides support for a range of personal concerns, including:

- Marital/family/relationship issues
- Stress, anxiety and depression
- Addiction or substance abuse problems
- Work-related conflicts
- Grief and Loss
- Financial and legal difficulties
- Child care or elder care needs

Help is just a phone call away

One simple call puts you in touch with the appropriate EAP resources you need:

- Emergency access 24/7
- Short-term counseling
- Referrals to service providers within your insurance network and to community resources near you
- Convenient office locations

Valuable work-life Web resources

Our EAP work-life website contains valuable information, including:

- More than 5,000 articles
- Interactive wellness and self-assessments
- Self-searches for legal, financial and other care providers
- Monthly topical webinars and skill development workshops
- English- and Spanish-language materials



Always confidential

Confidentiality in the EAP will be maintained with the rules established by federal and state law and professional ethical standards. Disclosure of information shared by the employee to any other source without the prior written consent of that employee is prohibited.

Northwestern Medicine
Employee Assistance Program
www.NM.org/EAP 888.933.1327
TTY for the hearing impaired 630.933.4833