

From:
Wolverine Human Services <recruitment@wolverinehs.org>

Email Subject Line:
January HR Newsletter

Email Body:

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JANUARY 2021

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"Joys from Judy"

It has been amazing this year... I finish my Joys, submit, and an event happens in our country that is not so joyful. That happened again this past month with the Insurrection on January 6 at our Capital. Most in the country were horrified by the events that occurred that day. It truly saddened and changed the fabric of our country forever.

As we navigate these events as a society, we begin the celebration of Black History Month. This year it is more important than ever. As we continue to address and push for positive changes regarding race and equality issues, we celebrate the great Black members of society, past and present. We will have many events throughout the month and please enjoy them with our kids!

We are continuing to review and change at Wolverine. Census remains low in Residential and we are attempting to right size. We will be begin looking at developing new programs in Prevention and Preservation. We will be implementing Aftercare services in Residential for 6 months after discharge. That will be a part of our new contracts starting April 1. I expect other changes throughout this year, and we are doing our very best to stay informed and in front of these changes as much as possible.

Even though thus far our winter has been mild, walk carefully and drive safely. We need all of you, every day. Thank you for continuing to show up and aid in our mission of Helping Children to be Victors.

**-JUDITH FISCHER WOLLACK, ACSW, LMSW
CEO, Wolverine Human Services**

---AGENCY NEWS---

Reminder to complete the WHS Annual Employee Survey

You must access your email to take the survey. Every employee will receive their own link to complete the survey and this link cannot be shared.

We are anticipating a 100% completion rate. These surveys are crucial to hear everyone's voice and help WHS by strengthening what we are doing well and improving areas that need focus.

Thank you in advance for your participation! If you have any questions or trouble accessing your survey link, please reach out to evaluation@wolverinehs.org

---AGENCY EVENTS---

We look forward to sharing more virtual events in the near future. Stay tuned!

-STAFF OF THE MONTH-JANUARY-

|

J. Kehrer-Scharphorn

CBP

Wolverine Secure Treatment Center

J. Brazil & R. Curry

C. Young

Pioneer Work and Learn Center

Vassar House

I. Mireles

M. Reed

The Wolverine Center

Clarence Fisher Center

D. Patman

T. Isom

Human Resources

Tech & Development

S. Billings

---EMPLOYEE SPOTLIGHT---

Welcome to WHS!

Please help us welcome our new team members at Wolverine!

Tyani McKinley, Kelcey Case, Deanna Stepney, Elena Belt, Jeffrey Schulz, Antwoine McClinton, Victoria Yrlas, Sincere Turner, Nathan Loney, Myles Long, Chloe Gray, Vashti Diggs, Latavia Barnes and Tracie Chewing.

Thank you for 25 Years of Service!

We would also like to send a warm farewell as Ms. Callys Williams-Miller has retired. Callys has been with Wolverine for 25+ years and retired on February 1st.



---PROGRAM HIGHLIGHTS---

Martin Luther King Jr Day

Students created footprints that display quotes and inspirational notes in celebration of Dr. Martin Luther King Jr.



- A client left CFC in December and went to a new program however continued to work with our teachers remotely to finish their last 2 classes and earned their high school diploma. This is a different kind of success we wanted to share and celebrate! We are very proud of this client for earning their high school diploma and also thankful for our teachers to continue to work with this student to make sure they succeeded even after leaving.
- The entire CFC program went sledding in twice in the month of January, once in Vassar and once in Saginaw. A lot of fun was had by all! Even the staff got into the sledding, snowball fights and snowman building.



- All Residential Programs: On Monday January 18th, all the residential programs were treated to MLK's favorite meal.
- On January 29th, all of the boys went to Frankenmuth to see the ice/snow carvings. The crowds were so packed everyone felt it was safest to simply drive through town and parking lots a few times rather than chance COVID exposure.
- "I was really pleased to hear our staff recognized at the Leadership Meeting. Supervisors and above from agencies throughout Michigan participate in this meeting and it was awesome to hear our staff recognized!" (Tom Krolicki)
- "Jamie Sparkes (Licensing Case Manager) is a dedicated hard worker and is phenomenal! She just opened another home without any corrections cited by Lansing, which is difficult to do." (Jessica Linville)
- "We will be getting a couple internal adoptions soon. The family has actually requested that Melissa Butkovich (Adoption Case Manager) be assigned to the case because they like her, she does good work and is consistent. Jennifer and Natalie had already planned

to assign Melissa to the case, but it is so nice to hear that the family is happy with the work Melissa has been doing.” (Jennifer Keller)

- “Brittany Gomez (Licensing Case Manager) has been super helpful with call arounds and was able to find some short-term care for our kiddos this week. She already has a lot on her plate but jumped in to help with the needed call arounds for placement.” (Jenna Toolin)

- “Our CWTI staff are fantastic! MiShay, Nick, Sabrina and Christina have all been jumping in to cover visits and transportation needs for staff. We really appreciate all their efforts and flexibility.” (Ann Phillips)

- “I was the back-up on-call supervisor this past weekend and I must say that our on-call workers are doing a great job! They provided updates after hours to make sure that everyone knew that our kids were doing ok.” (Melinda Briones)

- “Christina Goodman (Foster Care Case Manager) has been excellent from day one and has jumped in to assist with many things. She was previously worked with family preservation and asks the questions that are really helpful.” (Stephanie Logan)

- “Sabrina Vitale (Foster Care Case Manager) was knowledgeable and very fluent during a visit that I attended. She has really gone above and beyond to assist a mother with substance abuse issues and has been doing an awesome job with this case.” (Cheryl Stewart)

- “Amber Stuart (Foster Care Case Manager) had a change in placement, along with a change in DHHS responsibility, which complicated the situation since there was not a DHHS worker present to assist with the placement change. Amber handled it with a perfect amount of force and kindness. She continues to do a great job!” (Joseph Kehrer-Scharphorn)

- “My team has been working very hard and doing a great job! Keep it up Licensing!” (Mary Simmons)

- “Mary Simmons has been doing a great job assisting with intakes. We appreciate all of her hard work!” (Jessica Linville)



POLICY PLACE

STAFF DRIVING POLICY - TRANSPORTING CLIENTS

It is the policy of WHS that all staff who drive the Agency's vehicles, or when using their own vehicle to conduct business for WHS, shall have a valid Michigan chauffeur's license as required by law, be insurable under WHS automobile insurance policy, or when using their own vehicle, have proper and adequate automobile insurance, and meet other criteria defined below. All occupants in any vehicle shall be properly restrained as required by law (i.e., seatbelts must be used).

- A. An employee whose driving record reveals any of the following will not be permitted to drive WHS vehicles, or use their own vehicle to conduct business for WHS:
1. Currently suspended license.
 2. Two at Fault accidents within two years.
 3. Accumulation of 6 or more points in previous four years.
 4. A single conviction of a 6-point violation or any of the following infractions:
 - a. Felonious use of vehicle.
 - b. Operating vehicle while under the influence of alcohol or drugs.
 - c. Operating a vehicle while impaired.
 - d. Fleeing an accident.
 - e. Reckless driving.
 - f. Fleeing an officer.
- B. An employee who becomes incompetent to drive or is inflicted with a mental or physical infirmity will not be permitted to drive WHS vehicles, provided such disability constitutes a safety threat. Evaluation of competency or ability will be determined by appropriate medical opinion.
- C. Employees not categorized above will be permitted to operate WHS vehicles or use their own vehicle and will be required to sign the Statement of Driver Responsibility.
- D. Employees and drivers are required to report to WHS and contact Law Enforcement of a crash or traffic violation. This includes but is not limited to tickets or citations they are found responsible for, at fault, or guilty. Failure to comply may result in disciplinary action up to and including termination. WHS will not reimburse the employee for these expenses.
- E. Alcohol and or drug screening will be required from the driver as a result of an accident in a WHS vehicle or while driving a personal vehicle for WHS business. Staff will also be required to complete a driver's training with WHS training department before they

are authorized to drive for agency business.

F. Staff must seek authorization to transport anyone who is not a WHS employee, client or client family member while operating a WHS vehicle or while conducting WHS business with their personal vehicle. Conducting any personal business while using an agency vehicle is prohibited.

G. Motor vehicle driving records will remain as part of the personnel file.

H. It is the responsibility of the employees who transport clients or families of WHS to provide proof of liability insurance maintaining a minimum of \$100,000/\$300,000 combined single limit for bodily injury and property damage liability claims.

I. Smoking and the use of any tobacco/smoking products, including e-cigarettes, are prohibited in WHS vehicles.

J. A supervisor should be notified of any WHS vehicles that appear to be damaged, defective or in need of repair. Prompt reporting of damage, defects and the need for repairs could prevent deterioration of WHS vehicles and possible injury to employees or others.

K. All WHS fleet vehicles are monitored by a GPS tracking device. Vehicles are tracked for routing and safe driving practices such as speeding, hard braking, acceleration etc. Any infractions from the policy for safe driving may result in disciplinary action up to and including suspension or termination.

DISTRACTED DRIVING POLICY

A. Employees may not use a hand-held cell phone while operating a vehicle – whether the vehicle is in motion or stopped at a traffic light. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, and reading or responding to e-mails, instant messages, and text messages.

B. If WHS employees need to use their phones, they must pull over safely to the side of the road or another safe location. Additionally, employees are required to turn cell phones off or put them on silent or vibrate before starting the vehicle.

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