



July-September 2026

The Daily Grind

PROMOTE • EMPOWER • ENHANCE • SUPPORT • INCLUSION



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July 2026						
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
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August 2026						
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September 2026						
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A Message from

John Dooney, Executive Director

As we begin a new fiscal year, I want to thank each of you for your dedication to the individuals and families we serve. Your professionalism, compassion, and commitment make a difference every day and are essential to fulfilling our mission.

This year, our focus remains on providing safe, high-quality services while strengthening our operations, supporting our employees, and using our resources responsibly. We are finalizing the FY 2027 budget, improving operational effectiveness, and exploring opportunities to strengthen community partnerships and enhance the services we provide. We also continue to evaluate initiatives that support employee recruitment, retention, and professional development as we plan for the future.

If you have not yet completed the Employee Satisfaction Survey, I encourage you to participate. Your feedback is important and provides valuable insight as we identify opportunities to improve our workplace, strengthen employee engagement, and continue building a positive organizational culture.

Thank you for your continued commitment to DCBDSN and to the individuals we proudly serve. I am proud to work alongside each of you as we continue strengthening our organization and making a positive difference in the lives of those we serve and in our community.

Best regards,

John Dooney



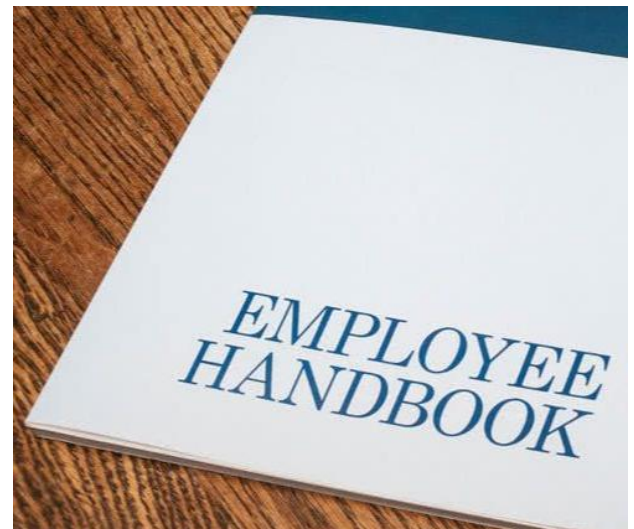
Employee Handbook

A new updated Employee Handbook has been approved by the Board.

The goal of these revisions is to improve clarity, strengthen safety, and ensure our policies accurately reflect how we operate today. None of these changes are meant to make your job harder. They are designed to support consistency across all departments, protect our consumers, and make expectations clear for everyone.

Some of the new sections, or updated areas included in the handbook are below.

- Dress Code Policy - new
- No Cell Phone Use Policy - new
- Categories of Staff Service – updated
- Recording Hours Worked – updated
- Holidays and Leave Allowances – updated
- Sick Leave Pool – updated
- Annual Leave – updated
- Probationary Period – updated
- Promotions, Demotions and Transfers – new
- Firearms and Weapons Prohibition – new
- Tobacco Products – new



HR will be coming around by Departments to distribute the new Employee Handbook in the coming weeks.

Maintenance News



Please help us protect our plumbing and garbage disposal systems by not placing cooking oil, grease, fats, coffee grounds, or large amounts of food into kitchen sinks or garbage disposals. These items can clog drains, damage equipment, and result in costly repairs.

Please dispose of grease and food waste in the trash whenever possible, and only use the garbage disposal for small amounts of appropriate food scraps.

Thank you for your cooperation and for helping us maintain our homes and facilities.

Health Tips

SUMMER HEALTH TIPS

Summer brings longer days and opportunities for fun outdoor activities, but it also introduces specific risks for adults with intellectual and developmental disabilities (IDDs). Caregivers play a crucial role in ensuring safety and comfort during the warmer months. Here are key strategies to help you navigate the season safely and confidently.

Prevent Heat-Related Illness

Special needs adults may be more susceptible to heat exhaustion and heatstroke, especially if they take medications that affect the body's ability to regulate temperature. To mitigate these risks, use these key **sun safety** strategies:

- **Stay indoors during peak heat.** Encourage indoor activities in air-conditioned spaces during the hottest parts of the day.
- **Plan outdoor activities wisely.** Schedule outings for early morning or late afternoon when temperatures are cooler.
- **Keep the home cool.** Close windows and shades during daylight hours to maintain a cooler indoor environment.
- **Stay hydrated.** Ensure regular intake of non-alcoholic fluids, even if not feeling thirsty.
- **Consult health care providers.** Discuss any medications that may increase heat sensitivity with doctors or pharmacists.

Monitor for Signs of Distress

Be vigilant for symptoms of heat-related illnesses, including:

- **Heat exhaustion.** Signs include heavy sweating, weakness, dizziness, nausea, and headache.
- **Heatstroke.** Symptoms encompass high body temperature, confusion, rapid pulse, and possible unconsciousness.

If any of these symptoms are observed, seek immediate medical attention.

Prioritize Water Safety

Water activities are popular in summer but pose significant risks. Individuals with IDDs may not fully comprehend water dangers and could be drawn to water without recognizing hazards. Drowning is a leading cause of death among children with autism, and individuals with developmental disabilities are at higher risk of unintentional injuries. You can enhance water safety by:

- **Providing constant supervision.** Never leave special needs individuals unattended near water.
- **Considering adaptive swimming lessons.** Programs such as those offered by the YMCA can teach essential water safety skills.

By proactively addressing these areas, caregivers can ensure a safe and enjoyable summer for adults with IDDs.

Stay Cool this summer



Drink plenty of water



Wear light-colored clothing



Wear a wide-brim hat



Eat water rich foods



Employee Appreciation Day

Because of you, challenges become opportunities.



Your consistency is the quiet engine of our achievements.



DCBDSN Employee Satisfaction Survey

Purpose: This survey is designed to assess employee engagement, workplace culture, supervision, communication, training, safety, retention, and organizational effectiveness. Responses should be used to identify agency-wide strengths, risk areas, and improvement priorities.

Confidentiality: Responses shall be collected anonymously when possible. Results shall be reviewed in aggregate and used for leadership planning, workforce development, and continuous improvement.

We appreciate your time and response. Deadline extended to July 30, 2026.



Scan QR Code

May Day Celebration



Shout Outs

Hannah Young – She is great with the clients. She is always being positive and engaging her group in activities. She takes pride in her work. Hannah is a great employee. She displays good work habits. You can see her love for the clients in the way she speaks to them. Always a pleasure to talk to. Very hard worker. Submitted by Jenny

Macine Gavin – She goes far and beyond to help her team. She is definitely the definition of being a leader and leading by example, if she can help, she will without complaining. She interacts with the consumers positively. Shout to Macine for being a GREAT team player! Submitted by Jasmine

Edith Johnson – Ms. Edith helps in all areas within the agency if needed. She has not only covered many shift needs in her assigned home, but she also helps with coverage in other homes outside of my team. She is definitely the glue that keeps everything together at her CTH home. She interacts with the consumers positively and makes sure that the consumer needs are met. She makes sure that I'm made aware of any and everything going on with our consumers. Thank you, Ms. Edith, for your hard work and dedication. You are appreciated! Continue being the awesome person you are!!! Submitted by Jasmine

Allan Vivas – This employee goes above and beyond by offering help with difficult clients even if he is not working in the area. He is always pleasant and always working. I've never witnessed him sitting down or on his phone. He always says "Call me if you need anything!" He exhibits the true meaning of "Teamwork" He is great with the consumers and often gets a better response than others. He treats the consumers with a great deal of care and respect. Thank you for always being willing to go the extra mile to help! Thank you for your compassion with our clients. They LOVE YOU! I know the shift will run smoothly when you are working. It's a pleasure working with you. You are an asset to Parson's and the Board. Submitted by Vickie

Have you seen a co-worker doing something nice, or going the extra mile while working with consumers? You will see flyers around with a QR code that can be scanned, which will take you to a form to complete. These acknowledgements / encouragements will appear in the next quarterly newsletter. You can also scan the code below.



Scan Me

Training News

WELCOME



We welcome **Corinne Russell, Charlene Ladson, Mozzina Williams and Darius Williams** to the DCBDSN team.

Our new staff successfully completed Orientation for the month of June.



SUMMARY BY DEPARTMENT

Department	Total	Active	Separated	% Active
Residential Programs	112	91	21	81%
Administration	29	28	1	97%
Nursing	8	7	1	88%
Maintenance	7	5	2	71%
	3	3	0	100%

Track-Star remains our primary learning management system for required training. We continue to expand employee access and encourage all eligible staff to complete their assigned courses in a timely manner. If you need assistance with your assigned training or Track-Star access, please contact your supervisor.

REQUIRED TRAINING COMPLETION STATUS

Training Course	Completed	Not Completed	% Completed
HIPAA D.P	101	35	74%
False Claims	98	38	72%
ANE	110	26	81%
Con. Sup	97	39	71%
Con F.P.P.I	99	37	73%
OSHA	97	39	71%
CS	36	100	26%
CPI	88	48	65%
TB	92	44	68%
Fire - Disaster	101	35	74%

Employee training and professional development are essential to providing safe, high-quality services and maintaining regulatory compliance. Thank you to everyone who has completed their required training. If you have outstanding courses, please complete them as soon as possible so we can continue strengthening our compliance efforts. Our goal is to achieve 100% training compliance, with a minimum organizational target of 90% completion across all required courses.

Staff / Consumer Birthdays

Happy Birthday to our amazing crew!

May this year bring you joy, laughter and amazing adventures.

JULY – Evelyn J. – 3rd; Sabrina U. – 7th; Gloria N. – 8th;
Jacqueline W. – 12th; Mildred H. – 13th; Patsy W. – 15th; Lydia T. – 18th;
Tawana G. – 21st; Shelia M. – 22nd; Virginia M. – 26th; Eleen W. – 26th;
Avery D. – 29th; Carolyn Y. – 30th; Denease B. – 31st

AUGUST – Kimberly G. – 7th; Tamarra R. – 7th; Shakkerra G. – 8th;
Willie K. – 10th; Sametrin G. – 12th; Shineda J. – 15th; Shavonne S. – 15th;

SEPTEMBER – Charlyene W. – 2nd; Gloria S. – 10th; Antoinette K. – 17th;
Shonda B. – 20th; Tennille B. – 23rd; Jenny M. – 26th;



Happy Birthday to our wonderful consumers!

On your special day, remember you are perfect just the way you are.

JULY – Dezerneat T. – 1st; Andrew D. – 1st; JC S. – 4th; James R. – 8th;
Kenny M. – 8th; Stella W. – 10th; Babette M. – 13th; Faith D. – 13th;
Julie V. – 19th; Angela E. – 27th; Tyler M. – 30th

AUGUST – Keith D. – 2nd; Devona M. – 7th; Jeremiah H. – 8th;
Amber L. – 15th; Robert B. – 16th; Delaine F. – 19th; Steven M. – 20th;
Fritz W. – 21st; Tyler B. – 21st

SEPTEMBER – Lydia R. – 10th; Patrick J. – 16th; Bobby M. – 20th;
Danny D. – 22nd; Garry C. – 22nd; Desean B. – 26th; Kenny M. – 27th;
Mark C. – 28th; Jennifer E. – 29th



ON THE LIGHTER SIDE



WORD SEARCH

VMOOABJIRIBWOML
INDEPENDENCEDAY
UWYTGCIFDBNAZDS
LQDJULYOWLBTNNH
FKFBXUAUHUBFWWF
EAIVRSYRIEBRFDI
FZRBVTTTTLAETSU
XVEYAMXHESREKJZ
SWWOCMPOPWBDWIS
UPODABAFIEOZEU
NGRWTHRJCMCMUXM
LHKTUAUNMUNQBM
OMSTOODLIEKEBE
LUUCNVEYCNKHBHR
GHCIJMBHDGECUPE

Independence Day	Fourth of July	Fireworks	July
Barbecue	Swimming	Freedom	Blue
Vacation	Parade	Picnic	Sun
Summer	White	Red	



JOKES

What kind of felines can bowl?

Alley Cats.

Why did the rabbit go to the salon?

It was having a bad hare day.

How do you light up a sports stadium?

With a soccer match.



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