



The Pinnacle View

Volume 1, Issue 20

3/7/2014

Updates from the President

We continue to investigate a project to provide incentives for those employees who have their billing completed by the 5th of the month following the month that the service was provided. A committee will be developed chaired by Raymond Henderson, QP and Myiah Gilbert, HR. The committee's assignment will be to determine fair methods of motivating employees for getting their work done and turned in to the administration office for review on time. We are currently honoring employees of the quarter in the newsletter based on timely documentation, quality of documentation and maintaining human resource compliance.

During the month of September 2013 all employees received a Notice of New Health Insurance Coverage Options for 2014. This notice was required by the Affordable Care Act (ACA) regarding coverage options that you have for 2014 as part of the Health Care Reform law. Hopefully, this was helpful information. There will be more information to come in the next couple of months regarding the Affordable Care Act.

Best Regards,
D. Michael Best, President

Payroll Platform



Please remember that timesheets are due in the office every other Monday by 12 noon. This is important because payroll has to be completed by Thursday to be able to have checks available to be mailed and pick up by Friday. It makes it extremely complicated to complete 200 checks when timesheets are still coming in on Thursday. So please be mindful and adhere to the policy on turning in timesheets because checks cannot be guaranteed if timesheets are not turned in on time. Thank you for your cooperation.

Inside this issue:

Updates	1
Payroll's Platform	1
Nurse's Nook	2
Q's Quadrant	2
Quality Assurance	3
Human Resources	3
Inside Story	3

Office Closed

- New Years Day
1/1/2014
- Good Friday
4/18/2014
- Memorial Day
5/26/2014



Nurse's Nook

FIGHT BAC!



Keep Food Safe From Bacteria™

There has been a nasty stomach bug going around lately. Remember to keep your hands clean and here are a few other tips to help prevent being stuck with this stomach virus:

- Wash your hands.
- Don't share drinks.
- Do not prepare food for people if you are sick.
- Throw out refrigerated leftovers once a week to avoid eating spoiled food.
- Clean surfaces well before preparing food on them.
- Keep your meats separate from your vegetables when storing them.
- Cook meat to 160F and maintain at 140F or higher.
- Thaw meat in the refrigerator or microwave.
- Refrigerate leftovers within two hours.

Don't put cooked meat on the plate where raw meat was held.

Q's Quadrant

In an effort to improve employee morale a committee was established to put together what we are calling **THE EMPLOYEES OF THE QUARTER**. To qualify for the employee of the quarter you must meet certain criteria; your documentation and timesheets must be turned in on time and correct., you must have all compliance issues taken care of, and no disciplinary actions notices within the last year.

This quarter's acknowledgements are:

Paula Harrell, supervisor Leah Byrum, employed 7 years 7 months

Rosa Mayo, supervisor Dawn Teachey, employed 10 years

Rayshawnda McMillian, supervisor Richelle White, employed 13 years 8 months

Tabitha Topping, supervisor Bobby Hutchison, employed 13 years 9 months

Kevin Witherspoon, supervisor Raymond Henderson, employed 6 years 11 months

Rochelle Clayborne, supervisor Deann Wetherington, employed 6 years 10 months

In order to give everyone an opportunity to be recognized we will randomly acknowledge one qualifying employee per QP every quarter. So if you do not see your name that does not necessarily mean you will not be acknowledged.

Thank you all so much for your efforts in being great **EMPLOYEES OF THE QUARTER**

Quality Assurance

How are we doing???



Client's Rights and Quality Assurance meetings are held every quarter. We are in need of staff and parent/guardians to attend and participate in these meetings. If you are interested, please contact Joyce Savage or Susan Harrison for information.

Human Resources

Hello everyone, stay tuned for the first annual inservice training in 2014. You will be notified about the date. Remember inservice training is required as a part of your job responsibility.



Inside Story Headline



What's Happening...

- ⇒ Let us welcome new administrative staff;
 - Leah "Michelle" Byrum-QP Elizabeth City
 - Marlen Luna-Administrative Assistant Greenville
 - Dawn Teachey- QP Elizabeth City
- ◇ Special Needs Masquerade Ball March 29, 2014 6:30pm - 9:30pm
Drew Steele Center Greenville, NC
- ◇ Get gently used fairytale dresses for the ball March 21, 2014 from 6:30- 8:30 and March 22, 2014 from 10am - 3pm (females only)



The staff at Pinnacle Home Care would like to wish the following employees a very Happy Birthday.

January		February		March		April		May	
Jeanine Baisley	1/21	Verna Benston	2/16	Jermel Barrett	3/7	Edith Biggs	4/12	Kim Atkinson	5/24
Larry Bardlavens	1/26	John Bicknell IV	2/11	Tamesha Bland	3/10	LaWanda Bland	4/16	Ken'ERICA Bell	5/24
Precious Barnes	1/22	Robert Bynaker	2/3	Leah Byrum	3/22	Nerrisa Burton	4/1	D'Jara Browning	5/26
Sheneka Beasley	1/22	Greta Cutrell	2/16	Michelle Carter	3/28	Stephanie Fennell	4/10	Jerri Byrd	5/18
Denise Bolofka	1/29	Stephanie Glaspie	2/2	Sabre Davis	3/22	Kim Gerber	4/28	Sherry Chance	5/28
Margaret Cahoon	1/11	Camilla Hudgins	2/24	Ravinder Dhillon	3/4	Dana Hill	4/15	Kendra Gaskins	5/23
Kim Campbell	1/23	Marion Lambert	2/15	Katie Engeman	3/3	Amelia Hayes	4/25	Margaret Herring	5/15
Charles Douglas	1/23	Jikena Lucas	2/11	Lokeshia Freeman	3/25	Linda Jacobs	4/17	Ashlyn Hill	5/15
Sherry Griffin	1/31	Amber McKinney	2/25	Lakesha George	3/27	Evelyn Lee	4/10	Chieko Hill	5/15
Susan Harrison	1/31	Ruth Newton	2/23	Hayley Goff	3/23	Denise McGuire	4/2	Kiara Jordan	5/15
Mary Hill	1/1	Deborah Reed	2/1	Tina Jenkins	3/20	Rayshawnda McMillan	4/6	Antonia King	5/5
Tammy Inge	1/24	Cristina Rekeibe	2/23	Chasity Lawlis	3/4	Frances Moore	4/25	Gabrielle Lane	5/21
Eddarious Jones	1/26	Janice Roberson	2/12	Yvonne Lingley	3/19	Daniel Moore	4/16	Patricia Lockey	5/19
Montressal Joyner	1/15	Laura Sandoval	2/11	Lois Little	3/29	Naya Moore	4/30	Janet Moore	5/29
Danielle Kreh	1/27	Tracie Stroud	2/9	Terrence Mason	3/7	Shannon Otu	4/20	Mary Moore	5/8
Marcell Lindsey	1/29	Casandra Tripp	2/12	Darlene Moore	3/14	Jaslin Peak	4/25	Joyce Savage	5/24
Patricia Morris	1/7	Taheerah Ward	2/15	Elisa Moore	3/9	Katelyn Robertson	4/29	Sharon Surratt	5/27
Casey Owens	1/19	Shindalyn White-Bowe	2/8	Angela Phelps	3/23	Jennifer Tamez	4/6	Francheza Thomas	5/16
Tiffany Pettaway	1/2	Kevin Witherspoon	2/18	Michille Schaffer	3/14	Delores Whitehurst	4/14	Ernestine Thorn	5/11
Stephanie Poggi	1/23			Eric Smallwood	3/3	Tyeshia Whitfield	4/17	Quirah Valk	5/5
Ashleigh Royal	1/15			Amber Sprill	3/23	Albert Williams	4/25	Anita Whitney	5/3
Ann Schaffer	1/23			Latesha Strickland	3/18				
Brandi Smith	1/16			Lula Ward	3/26	Pearlie Armstrong	6/7	Kendra Gause	6/18
Shanikia Sutton	1/22			Barnera Williams	3/27	D. Michael Best	6/19	Christie Simpson	6/20
				Haylie Williams	3/15	Gwenda Bland	6/26	Trina Lovingood	6/1
				Lisa Wright	3/29	Jordan Clark	6/16	Angela Marler	6/21
						Alaina Clayborne	6/5	Connie Mathews	6/27
						Claudia Edwards	6/28	Nona Maysey	6/14
						Donald Olson	6/22	Leamon Rodgers	6/7
						Catherine Simmons	6/18	Joseph Simpson	6/27
						Donna Spivey	6/10	Fairen Torrey	6/16