

# HRC NEWS & VIEWS

Volume 10, Issue 6

JULY 2014

## SUMMER SAFETY—GOOD CATCH AWARD BY DR. ZOUCHA

The Good Catch Award for June focused on summer safety.

As we all know, sunburns, insect bites, and heat exhaustion can have significant health consequences. A recent study showed that if a person has 4 or more blistering sunburns between 15 and 20 years of age, the risk of skin cancer is increased by 80 percent!

Employees were encouraged to recognize their co-workers exhibiting any one of these summer safety tips through a nomination. The following nominations were submitted:

- **Heather S.**— Learned how to pull off ticks while taking the first aid course at HRC.
- **Carmen N.**—1. Shared that she makes sure she keeps her dogs out of the heat. 2. Has changed drinking soda to water to stay hydrated while cleaning.

- **Greg Z.**— 1. Makes sure the youth have sunscreen lotion on while outside. 2. Recognized by youth.
- **Carolyn J.**—Reminded me to use sunscreen on my grandkids.
- **Debbie K.**— Recognized by youth.
- **Josh A.**—Makes sure that the youth have sunscreen when doing activities outdoors.



Dr. Zoucha presented all nominees with a prize. Here is Greg, Heather, Carmen and Carolyn with their prize bag containing lip balm, Gatorade, sun-

- **Jessica M.**—1. She reminded me to bring bug spray. 2. She reminded youth to put bug spray on.

A special thanks to Carol Vian for her help in putting this together and creating a poster!

Keep being safe!

JULY IS . . . . .

Dog Days Month  
 Air Conditioning Appreciation Month  
 Anti – Boredom Month  
 Hot Dog Month  
 National Grilling Month  
 National Outdoor Month  
 Family Reunion Month  
 Cell Phone Courtesy Month

Dog Days of Summer 1<sup>st</sup>  
 2 weeks of July  
 Therapeutic Recreation  
 Week July 7–13

National Ice Cream Day  
 7/20  
 National Junk Food Day  
 7/21

Gorgeous Grandma  
 Day 7/23

Hot Enough for You  
 Day 7/23

Parents' Day 7/27

# TREES, TREES, TREES AND MOTHER NATURE

BY MARJ COLBURN



No one can deny that we have a lot of trees out here. And with the recent storms, we have a lot of tree damage too! We've known that some of our trees aren't the healthiest, and the wild wind and rain have knocked out many of the dead branches and pushed over some of the trees that didn't have much going for them. They are all over campus. There are many more back behind the west parking lot and back road that we can't see, but they are down out there too.

Gary, Dennis, Jerry and others have been working to get the tree branches piled up to mow around. Many of those have been hauled away. The bigger task will be getting the full-size trees cut up and moved back to the tree dump. Some are going to be a challenge – like the ones behind Corrections in the fenced in area that can't come out through the small gate. We are going to try and get these all moved as quickly as possible, because the piles of brown and crumbled trees is adding to that look of "abandoned" that we have been fighting against for so long!

We have had individuals call and ask if they can help take down the trees and keep the firewood. The first concern with that is one of liability – someone gets hurt out here, and we become responsible. The second issue is that even the broken branches are considered state property and can't just be given away to people without going through a process.

Speaking of trees, though, if you haven't had a chance to walk out to the cemetery, you will notice a LOT

of the old dead trees out there have been removed, stumps and all. Thanks to one of the Scout volunteers with a tree-cutting business, they were able to really clean up the area. Looking good!

Mother Nature has been kind of hard on us lately even with the buildings. Just shortly after a conversation with the architects and DAS about the Building #3 roof and whether or not it was good enough to wait until

after the renovations to replace it, we had water all over the school area after our 3 – 4 inch rainstorm. We are having roofers come out to check it over and see what the problem might have been – whether it is just loose along the edges of its "flatness" or if there are some significant problems with the roof itself. In the meantime, DAS and the architects are aware that in spite of the "no problems" email, there might be some that we didn't know about at the time.

The architects have not been on campus lately and haven't had any new plans or designs for us to re-

view. They are also working with Corrections related to the proposed bill to renovate a building for approximately 200 inmates. With a December due date on that project, they are likely quite tied up at the present time. We have not had anyone from Corrections come out and go through any of the buildings at this time.

There is some discussion that after the renovations to the building are complete, 309 funds may be used to update the windows in the unused portion of the building so it looks finished from the outside. We have also discussed the need to make the Kitchen a priority to move into Building #3.



Above: Dead trees were removed along the line of spireas at the cemetery.

Even though we aren't seeing any real "action" on campus right now for the building, we have not been forgotten and the project is still on the table to be completed. We didn't get the jump start right out of the gate due to other things happening over the past year, but we should start gaining momentum by late fall/early next year once the Corrections proposal is completed in December.

Looking forward to sharing plans and ideas with all of you shortly!

## CHECK YOUR PAYSTUB BY CAROLYN BROWN

Open Enrollment is behind us for another year! HRC did a great job getting their benefits elected in a timely manner again this year!. The new/change benefits will start July 1, 2014 and run through June 30, 2015. The check you will receive on July 9<sup>th</sup> will have the first half of your monthly benefits deducted. We encourage you to take the time and check that pay stub over very carefully and make sure it is what you had planned on.

Also, the check you receive on July 23<sup>rd</sup> will have your raises on it for those of you that are in the category of employees getting raises.

Watch for that date and again check your paystub. We encourage you to check your paystubs closely because if a mistake happens, it is best to catch it immediately rather than let it go for a period of time.

This is a good time for you to go into the Employee Work Center on <http://link.ne.gov> and check out your personal information and make changes if you need to. You can update your own direct deposit information, addresses, emergency contacts, marital status, phone numbers and other personal information online whenever you need

to. You can make changes to your beneficiaries and dependents. On any DHHS computer, simply click on the Favorite icon, click on the DHHS Links folder and then go into EWC (Employees Work Center). Other quick and easy access options under the DHHS Links folder include access to the State Employee Wellness and Benefits website, the State Retirement website, the Wellness Options website and more!

As always, if you have any questions, please feel free to contact your payroll contact Pam Bretos at 402-471-9141.

## MAINTENANCE UPDATE

The keywords have been "down and dirty" for the maintenance crew with way too much rain to keep the grass growing and high winds to bring a large number of tree branches tumbling down. This has kept maintenance staff busy

picking up the tree branches and continuing to mow the lawns twice as much as normal. Boiler repair is underway in the Power Plant, and we had to replace a condensate and sump pumps in Building 7. The kitchen has had major repairs to the

walk-in freezer and the walk-in cooler. In addition to the downed tree branches, with the heavy rain roof leaks have been discovered and fixed as they are found. Maybe July will get back to normal summertime weather.

## YOU'RE A WINNER

- Steve, James and Dean: Thanks for stepping up to the plate and delivering quality programming for our youth over the summer break. You guys did an outstanding job of keeping our youth busy by collaborating with community stakeholders to develop valuable learning opportunities. Kudos!
- Thanks to Steve for replacing the chipped floor tile on the SW ramp that was breaking up after the storm and all the water!
- Thanks to Gary, Dennis and Jerry for working on getting the trees cleaned up on the campus.
- Thanks to the night shift for managing the Building 3 roof leak and the fire alarm situation during the rainstorm on June 13th.
- Thanks to Mary Ann for coming out on the weekend to clean up the rain water mess in Building 3.
- Thanks to Steve, Dean and Josh for grilling burgers for the National Picnic Day barbecue for staff.
- Thanks to Josh for all of your hard work developing and managing the out of school schedule for the youth and staff.
- To Nutrition Services staff for helping out with the barbecues and other school break meals changes on a short notice.
- To Steve and Dean for helping with fishing, kayaking and business tours during the school break.

## NEWS FROM THE KITCHEN BY JEAN LUTHER

After the storm on June 21<sup>st</sup> and the large amount of rainfall, Shelly and Chris were welcomed by large amounts of water, first in the kitchen building and then in the cafeteria. Shelly started mopping the water in the kitchen, and then the cafeteria. Chris came later and thankfully she was familiar with Housekeeping's water vacuum and was able to get the job done faster. Thanks to both for all the extra work you did while still serving breakfast to the youth.

During the school break we substi-

tuted different menus and duties more appropriate to BBQ's and other activities for some of the meals. We seem to have made it through, but things were sometimes done "flying by the seat of our pants". The youth were going to make the side dishes with the assistance of Nutrition Services staff in the Pre Vocational Center kitchen. Due to unforeseen happenings, the kitchen staff had to make salads the morning of the activity with no advance notice. Reminded me of getting ready for a picnic when I was a kid and my Mom had to cook for up to

10 people. She made dishes for lunch and supper, fried chicken and packed it all. She managed, and so did the kitchen staff. But, as I was so gently reminded, we "ain't no Sherry Block."

I know it's only the end of June and we have several months left of summer, but right now the air conditioner for the kitchen is working. Everyone is hoping that the AC unit is really fixed this time.

## DISASTER PREPAREDNESS PUZZLE ANSWERS BY MARJ COLBURN

### Across

1. person in charge of managing the event: **incident commander**
2. keeping everyone involved out of harm's way: **safety**
3. practicing what needs to be done during an actual event: **drills**
4. devices used to notify others of your safety, but NOT used for photos or recordings of the event: **cell phones**

### Down

1. an event that causes major damage to persons or property: **disaster**
2. Readiness to deal with an event of significant proportions: **preparedness**
3. Learning about events and how to manage yourself and others during the event: **training**

4. Needed materials during a significant event: **supplies**
5. Significant injuries or loss of life during a disaster: **mass casualty**
6. Limiting the number of people who are allowed into the disaster area: **access control**
7. Ziploc bags that will contain specific items needed during an actual disaster: **grab and go**

**No winner this time.**

## NEWS FROM HOUSEKEEPING BY MARY ANN KOCH

It's been awhile since I've checked in, so not sure where we left off. We have accomplished some projects that you may or may not have noticed. In April, I finished dusting and scrubbing the tunnel, although you cannot tell it now. We still have several steam leaks and more debris has fallen. It is a good job to get done before the rains and heat.

Unit 81 got their large dayhall scrubbed and waxed by Kay and Carmen. They also plan to get the

nurses office/ station done next. Donna and Charlene have been keeping up with the carpeted offices on second floor. The carpet that has been put in the offices is not new, it has come from vacant buildings. So after maintenance puts it down and the glue has a chance to dry, we have to shampoo it. They have also been cleaning carpets in the classrooms while the youth are out of school. Everyone has helped to get the school area deep cleaned. The furniture, curtains and

light fixtures have all been cleaned.

Next, we are looking at cleaning some carpets in the therapy rooms and getting our walk off mats shampooed.

I would like to thank Chris and Shelly from dietary and the other staff who helped clean up after the building flooded several weekends ago. Getting the water up prevented damage to the wax and saved us a lot of work. Thanks to all.

## JUST TELL ME YOU'RE BUSY BY RON CULBERSON, MSW, CSP

Have you ever sent an email (or left a voicemail message for that matter) and never heard back from the person you contacted? Then, when you finally reach them a few weeks later, they said, "Oh, yeah, I was just busy and didn't have a chance to respond." It seems that we're all so busy that we can't even say, "I'm busy."

Now I'm not referring to the spam or unsolicited emails we receive from people we don't know. I'm talking about emails from people who have a reason to communicate with us such as family, friends, and colleagues. I believe we do have time to respond to these folks.

Let's do a little test. Suppose I just got an email from you. and I'm too busy to send you a proper verbose response as I have a tendency to send. How long would it take for me to hit Reply and then type, "I'm really swamped right now but I will get back to you." I'll tell you how long it takes. Twelve seconds. Don't you think we can find 12 seconds to connect with one another?

But we're really busy, you say. Oh, yes, I get it. We live in a very connected world, and as a result, we are inundated with emails, social media alerts, texts from our kids, and updates from our favorite sports teams not to mention the responsibility that goes with our jobs. We have more information at our disposal, and as a result we receive way too much "stuff".

But let's look at it another way. If you and I passed each other in the hallway at work, and I said, "Hello," you would never wait until next week to say "Hello" back. In fact, if you didn't respond, I would probably follow you to your office and ask what's wrong and why don't you like me any more. In an office setting, a nonresponse is clearly a violation of the social code of conduct.

Similarly, if you called me on the telephone and asked if I wanted to meet you for dinner, I would never simply hang up and wait until I saw you again to say, "Oh, I was too busy to talk to you when you called last week." Alexander Graham Bell would be rolling in his grave at my lack of telephonic etiquette.

So, why is it we think it's OK to ignore an email (or voicemail message) for days, weeks, or even a month? Is it because these tools have become so commonplace and impersonal that we feel it's OK to ignore the person sending them? Is it that the sheer volume has forced us to only respond in cases of national security threats? Or is it that we just need help managing our time and our relationships?

I believe that until we see emails and voicemails as representatives of relationships rather than just electronic tasks, we won't see the value in responding. When we view all of our interactions as relationships, we appreciate the value for the people behind the messages and in turn, treat them more respectfully.

When my wife worked in corporate America, she was juggling hundreds of emails and instant messages every day. The business required that she and her colleagues respond in a timely manner. If someone didn't, they could lose their job.

When she started working with me, she was amazed at how many people never responded to a first or even a second email communication. And let me be clear, our emails were not selling anything. Instead, we were responding to someone else's email with information they requested or asking a question related to a conversation that they had begun.

The concept of "Do it Well, Make it Fun" recognizes that everything we do is a process, and that every pro-

cess is made of steps. Each step has the potential of being improved and more fun. Unfortunately, we regularly get into a bad habit and fail to see the opportunities to be more effective.

For example, when it comes to email, there are many good programs and systems for managing multiple emails and files. If we're overwhelmed by volume or organization, I suggest we look into one of those.

Additionally, there are ways of automating responses or creating shortcuts so that we can respond quickly to someone rather than having to type everything out.

Since I write "do it well, make it fun" multiple times every day (because I'm that enamored with my own idea), I decided to create a shortcut on my computer that allows me to type "diwmif" and the computer knows to insert the entire phrase. This saves me a few seconds here and there but over time, it saves more than that.

The same can be done with auto-responders and shortcuts for email. A simple code like BZY could turn into this: "Than you so much for your email. I would love to respond but I'm a bit swamped right now so I will get back to you within three days. I appreciate your patience. If it is more urgent that that, please call me."

Remember, we're not just sending an email, we're maintaining a relationship. So, the next time you get a charming, witty and grammatically correct email from me, don't keep me hanging wondering if you've left civilization for a secluded life in a Tibetan monastery. Just take 12 seconds to send me a quick note and just let me know that you're BZY.

## WHY YOU NEED TO PRACTICE THE NEDLOG RULE

BY JOE TYE, CEO OF VALUES COACH, INC.

I'm sure you are familiar with the Golden Rule: *Do unto others as you would have others do unto you.*

There's a reason that, in one form or another, this rule appears in almost every spiritual tradition—because helping other people the way you wish they would help you is the right thing to do. If you spell the word "Golden" backwards you get "Nedlog." The Nedlog Rule is The Golden Rule in reverse. It's an essential corollary because in order for you to be able to serve others, you must periodically ask others to help you. The Nedlog Rule says:

**BE WILLING TO ASK OTHERS TO HELP YOU IN ALL THOSE WAYS THAT YOU WOULD BE WILLING TO HELP THEM.**

In healthcare we ask "Who cares for the caregiver?" It's an important question because, as is often said, you cannot pour out of an empty pitcher. It's wisdom as ancient as the *I Ching*, which says that just as every now and then a well needs to be taken out of service and relined, so too a person needs to periodically be renewed and refilled.

In our Lone Ranger culture, we are often reluctant to ask for the help we need. We mistakenly think it's a sign of weakness to ask for help. But actually, the reverse is true. It takes a strong person to ask others for help.

Think of how much more positive and productive our organizations—and our families—would be if everyone were to practice The Nedlog Rule:

- Passive-aggressive behavior would be replaced by people openly and honestly confronting the issues and discussing their differences.
- Martyr complex would be replaced by people asking for help before they become overwhelmed, and asking for a break before they reached the breaking point.
- Chronic complaining would be replaced by people asking for help to fix the problems that can be fixed and for support to cope with the predicaments that are beyond immediate solution (a reinstatement of the Serenity Prayer).

- Burnout would be replaced by the sort of collective spirit one sees in a support group, where people who are facing intractable problems reach out to one another to share hope, inspiration, and courage—and a culture where it's almost impossible to distinguish between helper and helpee.
- Most important, people would dream bigger dreams, take on more daring risks, and make more substantial commitments knowing that they didn't have to do it all alone.

Of course, people are more likely to be enthusiastic about helping you if you have first cultivated a reputation for being willing to help others.

Here's the paradox, and the best part of the whole equation: Any time one person reaches out to help another, two people are helped. You cannot help someone else without the act in some way also helping you as well. In AA, it's referred to as the principle of mutuality: helping one helps two. Always.



**CELEBRATING YOU!**

### THERAPEUTIC RECREATION WEEK JULY 7 -13

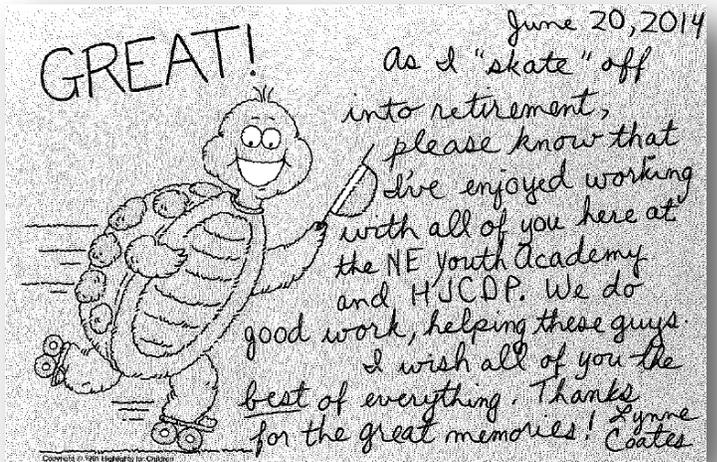
We recognize Josh, James and Steve who provide therapeutic recreational activities for the youth. Thanks for your contributions to the treatment team!

## JULY GOOD CATCH AWARD

The Safety Catch of the Day started on Monday, July 7th. Each day a new question about safety or Environment of Care is posted outside Carolyn Johnson's office. Employees are encouraged to submit their answer to the question posted. One name is drawn from all the correct answers each day and awarded a small prize. A grand prize winner will be the person with the most correct answers throughout the month.

So don't forget to stop by and check out the question of the day to submit your answer.

Good luck!



### HRC EDITORIAL BOARD

Corinne Jensen, Editor – 3127  
 Marj Colburn, 3166  
 Carolyn Brown, 3295  
 Cheri Delay, 3223  
 Linda Weber, 3255  
 Jean Luther, 3383

It is the policy of the Editorial Board to attempt to print any article that does not attack another person. The Editorial Board reserves the right to edit articles for size & content.

AA/EOE/ADA

### APPLE SALAD FROM THE KITCHEN OF CAROL VIAN (served at Picnic in June)

- Apples of any type (number depends on how many being served— 3 to 4 for 4 persons)
- 1 can crushed pineapple with juice
- Shredded coconut to taste (optional)
- The following ingredients can be added:
  - Seedless grapes (any kind)
  - Chopped celery
  - Raisins
  - Pitted cherries
  - Mini white marshmallows

**Directions:** Mixed together and chill overnight.

## GORGEOUS GRANDMOTHER'S DAY—JULY 23RD

Here are some of the proud Grandmothers at HRC who took a moment for a photo in recognition of Gorgeous Grandmother's Day.



the world needs  
**GRANDMAS**  
 'cuz those  
 grandkids aren't  
 going to spoil  
 themselves.