

STAFF NEWSLETTER

Mission Statement: Enhancing the lives of people with developmental disabilities by providing them with responsive services and supports.

November 11, 2011

www.heionline.org

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EMPLOYEE of the MONTH

John Bubb Custodian

John started working at Hope Enterprises, Inc. in January 2003 as a Custodian and continues to work in that position.

James Engleman, Lead Custodian, nominated John and had these commending words to say, "John is a very good and hard working person. When he is asked to do anything in the building, he will do his best to do it and be done correctly. John can do just about everything that has to be done in the Federal Building. He works above and beyond for Hope. John never quits, he keeps on going."

This nomination was supported by the Custodial Services Supervisor, Thomas Reid, who had this to say about John, "John is an excellent nomination for this award. His work ethic and quality of work that he does is like the 'Showtime Rotisserie' - "Set it and forget it". John was a great addition to our staff at the Federal Building and he is extremely liked by coworkers and building tenants alike."

John lives in Williamsport with his cat, Sammy. He likes to listen to music, ride his bike and bowling. His favorite sports are NASCAR and football. John's a Steelers fan and his favorite player is Big Ben.

We appreciate all of John's hard work and his dedication to Hope. Congratulations, this honor is well deserved!!

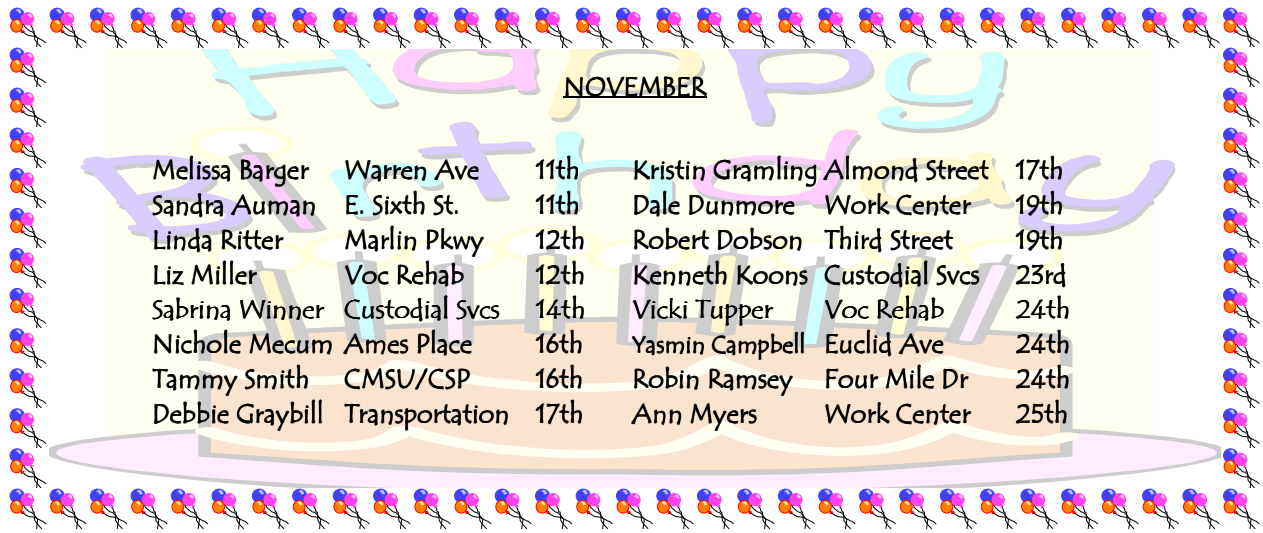


ENGAGEMENT ANNOUNCED

The engagement of Kristen Stephens to James Hoskin has been announced. Kristen graduated from Danville High School in 2003 and is employed by Hope's Community Support Program in the CMSU Region. James graduated from Shamokin High School in 2007. He is currently attending Triangle Tech in Sunbury and will graduate in June 2012. A June 2013 wedding is being planned.

The ATF Lundy Room received this postcard from Keystone Little League in appreciation for the "awesome" poster that the staff & individuals made for them.. The Mid-Atlantic Champions and their Families were very appreciative of the support shown!





2011 HOLIDAY ACCOUNTING PROCESSING SCHEDULE

THANKSGIVING

Resident Client Voucher Requests will need to be turned into Nicole Blank by **Noon on Friday, 11/18/11**, for payment on **Wednesday, 11/23/11**.

Food Purchase Orders for the period 11/11/11 to 11/22/11 will need to be turned into Marilyn Gregory by **Monday, 11/21/11**.

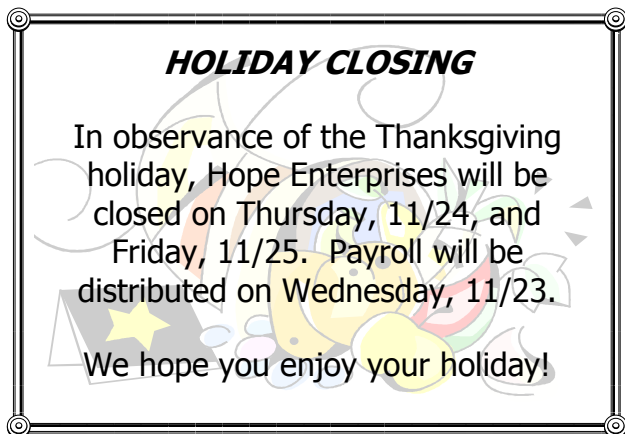
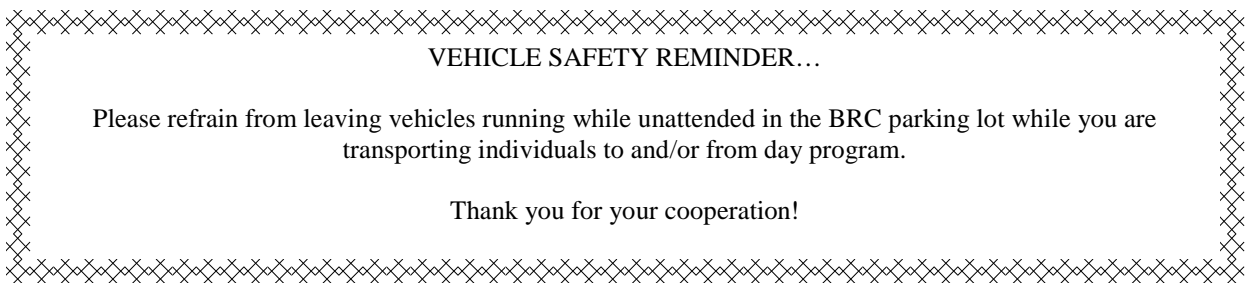
Staff Time Sheets for the pay period of 10/29/11 to 11/11/11 are to be turned into Darlene Hepler and/or Karon Gerace by **Monday, 11/14/11**.

CHRISTMAS

Resident Client Voucher Requests will need to be turned into Nicole Blank by **Noon on Friday, 12/16/11**, for payment on **12/23/11**.

Food Purchase Orders for the period 12/09/11 to 12/22/11 will need to be turned into Marilyn Gregory by **Monday, 12/19/11**. A new food purchase order will be available for pick up on Friday, 12/23/11.

Staff Time Sheets for the pay period of 11/26/11 to 12/09/11 are to be turned into Darlene Hepler and/or Karon Gerace by **Monday, 12/13/11**.



FEED A FRIEND & TOYS FOR TOTS

The ERC will be collecting non-perishable foods for the food pantry and also unwrapped toys for the Marines "Toys for Tots" program. Both boxes are located on the work floor, outside Deb Eisenhower's office. The last day to bring in items is Friday, 12/16/11. Thanks to all!