

# the insider

## BIRTHDAYS IN OCTOBER

Nyketa Gaffney—10/7  
Kim Buchanan—10/24  
Trent Owens—10/24  
Kristina Holtzclaw—10/25  
Lee Ann Luxenberger—10/27  
Tammy Booker—10/28  
Lyndsey Sparks—10/28

## OCT. WORK ANNIVERSARY

Heather Bowles—1 yr.  
Darlene Kenny—1 yr.  
Maria Miller—1 yr.  
Denishea Gooden—2 yr.  
Kristina Holtzclaw—3 yr.  
Jennifer Bowling—6 yr.  
William Allen—8 yr.  
Tamara Goforth—31 yr.

## OCTOBER AWARENESS

- ◆ National Adopt A Shelter Dog Month
- ◆ National Pet Wellness Month
- ◆ National Black Dog Day—10/1
- ◆ World Animal Day—10/4

## UPCOMING EVENTS

**Auction**  
**Monday, November 12, 2018**

**Reindog Parade**  
**Saturday, December 8, 2018**

**Adopt-A-Pet Telethon**  
**Saturday, January 26, 2019**



## DAISY AWARD

Congratulations to **Kim Hooper** for being the recipient of **SPCA Cincinnati's** Daisy Award!



"I work as a Development Assistant here at SPCA Cincinnati. The most interesting thing about my job is being able to interact with everyone in the Development Department and helping with various events. I enjoy doing data entry, as well as anything else requested of me. My hobbies include traveling, cooking, needlework and playing games like Scrabble & Cribbage. I have been married to my husband for 50 years. We have 2 children. Our grandchildren range in age from 11 to 23. We've had three cats & five dogs (three Golden Retrievers, a black Lab mix and a Border Collie mix). Our Border Collie mix was adopted from SPCA and is now a 12-year-old senior companion. My motto: try to see the good in every person you encounter. Smile and say kind words to all – it may just be the thing that makes someone's day a little happier." —Kim Hooper

## PAYROLL

### When to Expect Your Check

Payroll will be pushed back by one day the week of November 11<sup>th</sup>. **Instead of being paid on the 13<sup>th</sup>, staff will be paid on the 14<sup>th</sup>.**

This is due to Veterans Day falling on Sunday. Banks will observe the holiday on Monday. Thank you for your consideration!

—Ben Coffey, VP of Finance



## HR CORNER

### Employee Assistance Program

Anyone employed with SPCA Cincinnati can find resources from Child Care to Financial Solutions to Therapy through EAP (Employee Assistance Program).

- The EAP website provides information and resources on a variety of wellness topics. In order to use the website just follow these steps:
  - Go to [www.anthemep.com](http://www.anthemep.com)
  - Click on the Member log-in button
  - When asked for the company name enter: **SPCA of Cincinnati.**

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## A very special "Thank you" to Our Trustee,

**Peter J. Kambelos, M.D., F.A.C.P.,  
President of Seven Hills Medical Arts, Inc.**

His generous donation will pay for the food and service at our Staff Christmas Party!

Dr. Kambelos stated that,

*"I want the employees to know how very much they are appreciated and  
that their work saves lives."*

Thank you Dr. Kambelos... for your support and generosity!

Just a reminder...

### **STAFF CHRISTMAS PARTY**

**Wednesday, December 5, 2018**

**5:00 PM to 7:00 PM**

**Sharonville Convention Center**

Our shelters will be closed to the public on this day, focusing on animal care and facility cleaning. Staff will be released by 2:00 PM to prepare and travel to our Staff Christmas Party. Regularly scheduled staff will receive a full day's pay.

### **ALL YOU CAN EAT BUFFET MENU**

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Braised Beef Short Ribs

Lemon Poached Salmon

Roasted Chicken Breast

Winter Greens with Cinnamon Spiced Walnuts and Dried Fruit (Vegetarian)

Fingerling Potatoes with Wild Mushrooms (Vegetarian)

Roasted Root Vegetables (Vegetarian)

Rolls and Butter

Assorted Christmas Desserts

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Please RSVP / Regret to Lori Fenner by **Thursday, November 15, 2018.**

As this is a business meeting, we ask that only staff attend.

PLUS, one lucky team member will be randomly selected from the RSVP list to be personally served by me during the meal:  
no waiting in line!

**... and there will be other fun activities too...**



## The Best Laid Plans: Finding Backup Care

No matter how well you select and plan your child care arrangements, at some point you will need backup care. A sick child is the most common reason, but there are plenty of other possibilities: a sick care provider, staff training days at your child care center (be glad if this is the reason!), vacations, holidays, or sudden work-related events. Whatever the reason, if you haven't prepared for it, the result will be the same: You'll be frantically searching for backup care at the last minute. This article offers some ways to help avoid this scenario.

### ***Do a needs inventory.***

There are many factors that contribute to the need for backup child care. Some are common to all families; some will be specific to yours. Some are totally unpredictable, and others can be foreseen. For example, if your child attends a child care center, you will have a schedule that shows when the center is closed for holidays, staff training, or other reasons. Whenever you can plan ahead for backup care, be sure to do so.

Before you begin your search for backup care, determine the following

- Your company's policy regarding time off, sick days and leaves of absence
- Any backup child care assistance your employer may offer

Knowing this ahead of time will help you identify the amount of flexibility you will have when unforeseen child care needs arise, and it will help you plan the extent of the backup care you require.

## **Backup Child Care Options**

### **Child Care Centers**

The best time to look for backup care is when you're searching for primary child care. Maybe one or two of the centers not selected for primary care would be good backup care options. Remember, once you're in the search mode for either center-based or in-home backup care, don't stop after you've found one reliable provider. You need backups for your backups!

Even if your primary care situation is in-home care, you'll occasionally need backup care when your caregiver is sick, on vacation, or otherwise unavailable. Child care centers can be convenient in these situations.

Besides the standard criteria you normally use to evaluate a center for primary care, there are two other significant factors to consider for a backup center:

1. Do they accept drop-ins? Centers that accept children on a drop-in basis will require a preregistration form. They may also require prepayment for a minimum number of hours.
2. Will they care for mildly sick children? If so
  - Are sick children separated from the healthy population?
  - Is there a pediatric nurse on staff?
  - Will they administer medication with your authorization?

### **In-Home Care**

If your child is sick, an in-home care provider may be the best choice for backup care. Though centers that care for mildly sick children are on the rise, it's certainly easier on the sick child to stay home.

Backup in-home care providers should be measured against the same demanding standards as primary care providers. If you are primarily concerned with finding backup providers to care for your child during an illness, pay particular attention to their experience caring for a sick child. You want competence, obviously, but also a good bedside manner. Pediatric nursing experience is a plus here.

### **Agencies**

Though typically a more costly option, agencies can be a reliable way of finding backup care on short notice. It is wise to do some research on agencies that can meet your needs, even if you call upon their services infrequently. Here are some factors to consider when evaluating an agency:

- Do they offer *guaranteed placement*? This is a promise that they will provide a suitable child care provider within a defined time limit.
- What are the placement fees? Are the fees the same for temporary and permanent care providers? Some agencies may offer the option of an upfront membership fee in lieu of a fee per provider placement.
- Does the agency offer any training programs for the care providers they place (e.g., classes that train providers in how to care for sick children)?
- Are agency-provided caregivers certified in cardiopulmonary resuscitation (CPR) and first aid?
- What kind of off-hours access does the agency provide? For example, do they offer paging, cellular phone numbers, message centers, or 24-hour fax or e-mail services?

## **Preparing for Backup Care**

When the need for backup care occurs, talk to your child specifically about what will happen, who the caregiver will be, and how long the alternate will be in place. Of course, when things get back to normal, you want your child's opinion of the backup care provider.

To ensure a smooth transition between primary and backup care, compile an information sheet for your backup providers. It will detail such things as contact information, emergency medical information, and the personal habits and routines of your child.

Planning ahead for backup child care arrangements can make all the difference in the world when you need them.

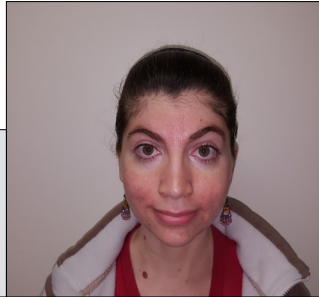
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Workplace Options. (Reviewed 2018). *The best laid plans: Finding backup care*. Raleigh, NC: Author.

—Lori Fenner, Agency & HR Facilitator

**WELCOME  
NEW EMPLOYEES!**

**Nicole Simon**  
Kennel Tech.  
Sharonville, DOH 10/18/2018



**Denise Appel**  
Kennel Tech.  
Northside, DOH 10/19/18



**Tracy Buckmeier**  
Kennel Tech.  
Sharonville, DOH 10/23/18



**the insider** keeps you informed about what is happening with your fellow team members. Articles, stories or updates you wish to add? Forward to Nyketa Gaffney—**the insider** Editor: [ngaffney@spcacincinnati.org](mailto:ngaffney@spcacincinnati.org).