



## We ARE the Money! All About the Finance Department

By: Kalen Thompson, Controller

Bios Companies is made up of four companies. The ones we are most familiar with are our operating companies: Bios Corporation (Oklahoma) and Bios of Tennessee. These are the companies that employ our Area Directors, Program Managers and Direct Support Professionals.

Many of the supports the operating companies receive are actually provided by Bios Management Company (BMC). The Management Company provides our executive leadership, all financial services and all Human Resources services.

Our Controller, Kalen Thompson, gives us information about the Finance Department in the Bios Management Company:

For most people, the Finance Department is a "Behind the Scenes" department. We make sure the states of Oklahoma and Tennessee are accurately billed for the services our DSP's provide and we handle all the accounting needs for all our offices. We also pay all the bills for our entire organization, including rents, utilities, personal funds, budgets and miscellaneous check requests.

The primary goal of the Finance Department is

to serve our clients and customers in the most accurate and efficient way possible. This is a huge job for an organization our size. On average, we process about 250 to 300 checks weekly.

We can serve our employees and customers best, when our Area Directors, Program Managers and DSP's take the time to follow important finance processes. Here are some reminders:

### *Finance deadlines and other important information:*

- **Check requests:** Due by Tuesday of each week for Friday check

delivery

- **Problems with bills or invoices** for people we serve: Contact Accounts Payable Supervisor, LuAnn Fife.
- **New vendors:** must complete a W-9 form before a check is issued.
- **Personal Funds checks:** always issued on the 7<sup>th</sup> business day of each month.
- **New or renewed rental leases:** forward to Finance for rent updates and to be kept on file.

**W-9 forms and Check Requests – soon available on the IntraWeb!**



## The Battle Against Backsliding

By: Kirk Elam, COO

I am currently reading the New Testament, and while studying Paul's first letter to the Corinthians, something struck me. When we think of 1<sup>st</sup> Corinthians we think of the beautiful piece on Love that is read at virtually every wedding. Although it is applicable to what we do at Bios (we are on a mission of love), it is not what stayed with me.

It was the idea of back-sliding. Paul in his letter is basically saying to the church in Corinth, "Hey, you are not behaving in a way consistent with what we believe. So, get your act together." This idea got me thinking about the field of home and community based services for people with developmental disabilities. When our industry was younger, the interdisciplinary teams for the people we serve were huge, and so many people on those teams were philosophically sound. There would be intense debate about how to address particular challenges, but everyone's philosophical compass was pointing in the same direction.

As time goes on, the teams have gotten smaller, resulting in less peer accountability for the philosophical choices teams make. This industry has had significant turn-over in all the interested parties. Through career changes, funding reductions, retirements, etc, a great deal of institutional memory has left the field. This creates an opportunity for philosophical back-sliding.

Smaller teams may mean that a single personality has more power to direct a team in a particular direction. New people working in the field (at any level and with any organization) may lack the experienced to appreciate why the "Dignity of Risk" is so fundamentally important. New people or tired veterans, may not fully understand that there are no "minor restrictions" and that they become a slippery slope. And finally, as money gets tight, philosophy gets easier to let go.

If you see philosophical back-sliding, think of our Statement of Principles, and say to your teams, "We've got to get our philosophical act together." Good luck.

# President's Corner



Eddie Miller, President/ CEO Bios Companies

## “Dream On, Dream On, Dream Until Your

### Dreams Come True”

When should you give up on your dreams, when should you give up on the dreams of others?

In a prior edition of the Bios News, I shared my dream of one day bowling a perfect game, a 300. I’ve come close, last year bowling a 298, but still my dream remains unfulfilled. Should I give up, after all bowling has been a part of my life for 35 years, maybe it’s time to give up?

I’m fortunate to have a family that doesn’t believe in giving up on dreams or the dreams of others. Two weeks ago, my dad after 50 years of bowling at the age of 67 shot his first 300 game.

The same steadfastness he applied to keeping our family together. Starting in 1972, this belief was tested. My brother was diagnosed with a developmental disability. This diagnosis occurred at a time when institutionalization was THE answer for providing appropriate supports for children with disabilities. Realizing their own dreams, my parents kept their family together. They were fortunate.

Many families had the same dream to keep their families together, but due to lack of resources, support, and needs of a child with developmental disabilities, they had no option. They were forced by circumstances beyond their control to break up their family. I am thankful my family didn’t have to experience that. The challenges faced by my brother though numerous, were not insurmountable. Ultimately, after years of “due process” with school systems, endless waiting on a waiting list, and constant advocacy, Joe lives in his own home, works a job he loves, and is a valued member of his community ... just like his brother (me) and his sister, Tausha Cook.

Paul and Susie Paulson had a dream, one day their daughter would live in her own home. Realizing that public institutions were no longer in the best of their daughter, they requested, advocated, and pushed to allow similar support to exist in community.

In order accomplish this dream, the Paulsons were forced to act not only on behalf of their daughter, but others in The Hissom Memorial Center. They participated in a Federal Class Action lawsuit. This was not an easy decision nor one widely supported at the time, but their family’s dream was what mattered. Because of their commitment to their dream, not only does their daughter live in her own home, but thousands of others, including my brother enjoy the benefits of community-based services.

Today thousands of direct support professionals work diligently each day to help others their dreams. Without them many would still be hidden away in institutions, fast tracking to nursing homes, or waiting on waiting lists that never seems to move.

**Do these dedicated Direct Support Professionals have a dream?** Yes! Their dream is to be able to do their life’s work for a wage that meets their families’ needs.

Currently DSP’s who choose to forward the cause of community living for people with disabilities suffer the indignation of compensation that is 49% less than their peers working in public institutions. **We must help them accomplish their dream.**

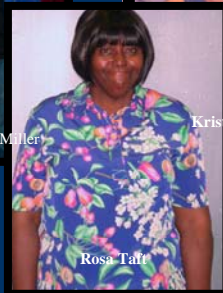
As Paulson’s know intimately, the dream of community based services, cannot be accomplished without direct support professionals.

I respectfully ask each of you to value and honor this dream by calling your legislators to support the rate increase. Ask your friends and neighbors to do the same. Remember, we are each just one car accident, one severe illness, one head injury away from needing the services of dedicated Direct Support Professionals. The question is: will those dedicated folks still be able to afford to work in this field or will we need to go “shopping” for our favorite nursing home?

## Mental Health Fashion Show, Tulsa



Sherry Miller, Joe Miller, Madison Miller



Rosa Taff



David McCallister

Kristen Dornhecker

Melissa Pilkington

Julie Paulson

Chris Letan

Richard Peters



Miranda Nelson



Mary Holcomb

2009



## Audit is Around the Corner— Check Your Training

By: Susan Rutledge

Our Oklahoma annual audit survey could be right around the corner. *Now is the time to ensure you have all required training: both classroom and individual specific in services for the persons you work with.* Training requirements can be found in the person's Individual Plan and the Physical Status Review. Classes can either be taken online or you can be scheduled to attend classroom trainings.

### Oklahoma training requirements are as follows:

**New employee training.** First Aid and CPR as well as an approved Medication Administration Course must be completed by all new staff before they can work with customers.

**Training to be completed within 30 days:** Bios employees must attend the first available approved foundation training course and the approved effective teaching course. (First available class is defined as the first open class held within 60 miles of the staff person's work location, following the person's date of hire.)

### Training to be completed within 3 months of hire date:

- Health and Safety course
- Legal and Ethical Issues course
- Nuts and Bolts course

### Training to be completed within 6 months of hire date:

- Communication course
- Skill Building course
- Connections course.

Many people we serve require individual-specific training that is usually provided by in-services from professionals or Program Managers. This training can be found in either the Individual Plan and/or Physical Status Review. If time frames are not identified in the Plan, required individual-specific in-service training must be completed prior to working with the individual. You should always sign a sign-in sheet as evidence you have completed this training. When called and asked to fill in at a home, ask what in services are required. Fill-in staff are expected to be fully trained.

As a professional, you must know what training is required for each person you work with. You must also accept responsibility for getting scheduled for all required training

## June Birthdays

CYNTHIA A. LEDBETTER	06/01	ALTON J. LOWERY	06/19
MARY K. ALEXANDER	06/01	CAROL B. REYNOLDS	06/19
STACY K. ALEXANDER	06/01	KEVIN . EDWARDS	06/19
PRESTON D. HALEY	06/02	BETHANY MARLOW	06/20
NEMA R. DECKER	06/02	CAROL L. SHEHAN	06/20
CYNTHIA A. CAUTHRON	06/03	RUDY SANDERS	06/21
DAVID A. BLAIR	06/03	JAMI N. CASTO	06/21
STACY D. SELLERS	06/03	MEGAN PORTER	06/22
WILLIAM B. WARD	06/03	MARLENE D. BARGER	06/22
SHANNON HUMPHREY-CHEW	06/05	KASEY R. PAYNE	06/23
RHONDA Y. TALLANT	06/05	SHERRI D. WHEELER	06/23
JAMES E. OWENS	06/05	KAREN RUCKER	06/23
SANDRA D. PHILLIPPE	06/06	ANITA J. JONES	06/23
DAWN B. MARTIN	06/07	TERI M. MOZINGO	06/23
JAMIE ROMINE	06/07	UMECA S. OWENS	06/24
JENNIFER M. MARSH	06/07	LINDA M. DILLARD	06/24
APRIL L. SLAVENS	06/07	WILLIAM EMEGANO	06/25
TABATHA E. DAVIS	06/11	KATHERINE D. HUNDLEY	06/26
JEROLINE K. ROBERTS	06/11	LEO Z. NYANYOUN	06/26
MARY L. WOODY	06/12	CHLOE CAMPBELL	06/26
WILLIAM A. MILLER Jr.	06/13	KAREN BALLINGER	06/27
ROSEMARY K. SHAVER	06/13	KRYSTAL L. MALONE	06/27
MITCHE' L. HUNT	06/14	DARLA FORBES-COLLINS	06/28
DELSA A. JOHNSON	06/15	BETTY J. GREEN	06/28
BELICHA G. KASSAHUN	06/15	DIANE K. MILLER	06/28
DEVIN WADE	06/16	CHARLES A. MCPETERS	06/29
ROBERT BUTLER (MUSK)	06/16	Aslin Russell	06/29
TERESA BROOKS	06/17	KELLY J. MILLER	06/30
BESSIE M. DOUGLAS	06/18	JULIE L. DAVIDSON	06/30

### Check and Double Check:

- If you have received a training certificate and have not provided a copy to the training department, please submit this promptly so it might be entered into our system.
- If you have received notice that you have been scheduled to attend training and do not attend, you could be charged for unexcused absences.
- For assistance with individual specific in services, contact your Program Manager and/or Area Director. For classroom or online training, contact either Stacia Ellis (1-918-227-8390 or 1-888-920-3600) and for Oklahoma City employees, contact Terrance Jones (1-405-525-0900).

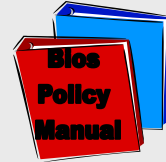
**Kudos!** Kudos to Terry and Kristi Wendling from Misty Bunnell. Thanks for being such great leaders and helping me through a difficult time!

**Kudos to Kevin Edwards from CM, Joe Costa for keeping a safe environment for the people you serve!**

*Kudos to Phyllis Holcomb for making a difference in Barry's life!*

# Employee News

## The Policy and Procedure Manual: Your Bios Bible



By: Kendyll Miller

Bios Policy manual is made of three sections (A,B & C) in Oklahoma and four (A, B, C & D) in Tennessee. A manual should be located at every work site. Sections A, C and D relate to the details of providing services, while Section B relates to employees.

We first introduce and review the Bios Policy manual in orientation. A month later, the HR department re-introduces the policy manual at Bios 101 by rewarding employees who play the HR game show “Beat the Buzzer”. Bios Policy is again reviewed monthly at house meetings. Are you wondering “*WHY*” in the world do they keep bringing this boring information up?”

Well, among policy, you’ll find interesting things such as in “*who*” to call when you need to talk, “*how*” to make extra money and “*when*” you can come visit us, etc. To better understand the “*why*”, it’s important you understand the purpose and information covered in the Bios Policy manual.

- Bios Policy manual reflects the values and principles of the organization.
- Bios Policy manual establishes and clarifies management and employee responsibilities and expectations as well as the level of standard expected.
- Bios Policy manual acts as a communication and teaching tool for all employees.
- Bios Policy manual is a resource for decision making and problems solving

### **Make sure you are “up to speed”**

1. As soon as possible, it’s in your best interest to pull out the manual and read it from cover to cover.
2. Ensure that you fully understand each policy and support them through your actions.
3. Contact your Area Director or a member of HR if you need policy interpretation.
4. Report any situation where policy is not being followed to your Area Director or HR.

### **Bios-OKC Employee Spotlight: Brice Mbolong**

By: Gordon Fujii

‘My passion is helping others, regardless of their characteristics’, stated Brice Mbolong, a great ambassador for the field of intellectual disabilities. Currently working on a degree in Political Sciences, with the plan to continue his education with Law school, Brice’s goal is to eventually work for the United Nations in International Relations. The fact that he speaks 4 languages (English, Swahili, French, Spanish) won’t hurt his effort, and he likely needs all of those working with our own, James Chrisman. Peers and supervisors add that Brice is always willing to help and goes the extra mile for the people we serve. The little time that Brice has when he is not at work or in school, he enjoys fishing, tennis, and soccer. Thank You, Brice, for your passion and dedication, and best of wishes in all you deem worthy of effort and thought!



## June Anniversaries



BROERMAN, DAVID H.	CHURCHILL, LINDA L.
BURDICK, BILLIE R.	HOWARD, MARY J.
KNAPP, SEAN E.	SIMMONS, PAULA S.
LEWIS, BERTZELLA	SISNEY, STANLEY J.
MANER, TRUDY R.	STEVENS, TENNILLE
MILLER Jr., WILLIAM A.	BUNNELL, CHRISTOPHER M.
SHUFELDT, SHANNON	HARWELL, ANIECIA B.
WEBSTER, JANET K.	LAMBING, TRISHA M.
BALLARD, AMANDA	MORGAN, LARRY R.
FARROW, REGINA L.	OWENS, UMECA S.
HARRIS-MAYFIELD, CYNTHIA	RINGO, YVETTE R.
LEE, MARY F.	WENDLING, KRISTI D.
MACKERELLE, JIM A.	CHANDLER, NATALIE .
RYAN, SHARON R.	CUPPS, CHRISTOPHER
ANGELLY, JERRI L.	GAFFORD, MARY
BARTON III, EMITH N.	JOHNSON, JENNIFER L.
CARPENTER, LEANNA	JOICE, MARY C.
DOLAN, CHRISTOPHER C.	MARTINEZ, RODOLFO
ISHAM, LINDA K.	MILLER, KELLY J.
KEHINDE-ODUSOTE, SUNDAY	MULALIRA, ROBERT K.
TUCKER, BETTY J.	NAMALIMA, LIMBANI
WOODS, LATRELL D.	PILKINGTON, MELISSA
BOX, DANNY	RUSHER, HELENIA E.
CARRICO, SHARON K.	STONE, RICHARD D.

# Bios Safety News



Contributions: Karla Montgomery

## H1N1 FLU (SWINE FLU)

The ongoing outbreak of novel influenza A (H1N1) continues to expand in the United States. CDC expects that more cases, more hospitalizations and more deaths from this outbreak will occur over the coming days and weeks.

CDC continues to take aggressive action to respond to the expanding outbreak. CDC's response goals are to reduce spread and illness severity, and provide information to help health care providers, public health officials and the public address the challenges posed by this emergency.

CDC is issuing updated [interim guidance](#) daily in response to the rapidly evolving situation.

### What You Can Do to Stay Healthy

**Stay informed.** The CDC website will be updated regularly as information becomes available.

Influenza is thought to **spread mainly person-to-person** through coughing or sneezing of infected people.

#### **Take everyday actions to stay healthy:**

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash use.
- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hands cleaners are also effective.
- Avoid touching your eyes, nose or mouth. Germs spread that way.
- Stay home if you get sick. CDC recommends that you stay home from work or school and limit contact with others to keep from infecting them.

**Follow public health advice** regarding school closures, avoiding crowds and other social distancing measures.

**Find healthy ways** to deal with **stress** and **anxiety**.

**Additional information may be found [www.cdc.gov/h1n1/flu](http://www.cdc.gov/h1n1/flu)**

[PandemicFlu.gov](http://PandemicFlu.gov)

[FDA: 2009 H1N1 \(Swine\) Flu Virus](#)

[FDA: FDA Authorizes Emergency Use of Influenza Medicines, Diagnostic Test in Response to Swine Flu Outbreak in Humans](#)

[GenBank Influenza Virus Resource \(swine influenza A \[H1N1\] sequences\)](#)

[WHO: Reducing excess mortality from common illnesses during severe pandemic](#)

[WHO: Pandemic flu preparedness & mitigation in refugee & displaced populations](#)

[WHO: Influenza-Like Illness in U.S. & Mexico](#)

[WHO: Protocol for antiviral susceptibility testing by pyrosequencing](#)

Article courtesy of Center of Disease Control and Prevention

## Bios at Home earns over \$700 for the Arthritis Foundation

Bios at Home hosted a pancake breakfast for Bios Management Company and Bios Sapulpa-Tulsa to support the Tulsa Arthritis Foundation. Because of the excellent participation from our Bios friends, the Bios at Home Team earned over \$300 from the pancake breakfast. Combined with other contributions, Bios at Home earned a whopping \$700+ for the Arthritis Foundation.



Cynthia Cauthron	6-3
Verda Wade	6-5
DaVaughn Quarterman	6-6
Jamie Romine	6-7
Joseph Lockett	6-7
Ronald Doss	6-8
Willie Stephens	6-8
Aaron Brigance	6-9
Catherine Rutherford	6-9
Rosemary Shaver	6-13
Stephen Fortson	6-13
Steven Logan	6-13
Derek Copeland	6-14
Laquita Dabbs	6-16
Tyler Beck	6-17
Deborah Miville	6-18
Kiara Patterson	6-18
Anastasia McSweeney	6-21
Megan Porter	6-22
Mae Dixon	6-23
Eddie Garrison	6-24
Andrea Elliott	6-29
Kelly Miller	6-30

