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<p style="text-align: center;"><b>Executive Director</b></p> <p style="text-align: center;"><i>Greetings Staff</i></p>  <p>I hope your Thanksgiving was full of good food and time with family and friends. It seems now that Black Friday and Cyber Monday have come and gone it's clear we are in the holiday season.</p> <p>As you know, our facilities and programs will be receiving significant number of visitors and entertainment groups this holiday season. Please know our alertness to those we serve in maintaining a safe environment needs to be elevated because there is so much going on with the holiday activities and winter weather. I wish you to know that your extra effort at this time of the year is greatly appreciated.</p> <p>I want to "Thank You" for your service to BSJ Corporation and those we have had the privilege to serve in 2011. As we quickly approach Christmas and the New Year, may you have a blessed holiday season and a happy New Year with family and friends.</p> <p>Have a great 2012!!</p> <p style="text-align: right;"><i>Dean Eide, Executive Director</i></p>	<p style="text-align: center;"><b>Human Resources</b></p> <p style="text-align: center;"><b>Looking Behind Looking Ahead</b></p> <p>The HR Department wishes you and yours a Happy Holiday. We have enjoyed meeting your needs in 2011 and look forward doing the same in 2012.</p> <p>The Gundersen Lutheran Health Plan has open enrollment for eligible employees during the month of January. See your Human Resources Department for details.</p>  <p>Corporate HR Director – Dawn Johnson BSJCC &amp; Community Services – Lauren Schams MM – Sara Connor NNH – Kris Johnson OCC – Sarah Rank</p>
<p style="text-align: center;"><b>Corporation Updates</b></p> <p style="text-align: center;"><b>Retirement Plan Accepts 1st Qtr Enrollments</b></p> <p>Pick up the enrollment forms for the BSJ Corp Retirement Plan from your Human Resources Representative. Return to the same person by Dec 27. If you have 1 year of service and are over age 21, the company will provide a match of funds. The Plan invests your contributions, per your direction, on a pre-tax basis.</p> <p style="text-align: center;"><b>Participants of the Retirement Plan</b></p> <p>For January, you may change the amount of the deferral you are making towards your account. Obtain the form from and return to the HR Repr. to increase or decrease the percentage of payroll you are contributing. Return form by 12/27 to be effective in January.</p> <p style="text-align: center;"><b>Benefit Update: Health Insurance</b></p> <p>BSJ Corporation is conducting an open enrollment opportunity for staff who wish to enter the Gundersen Lutheran Health Plan. Two options are available for single or family coverage: 1) "Exclusive Plan" using only GL entities and 2) "Plus Plan" using both GL and Mayo Health Clinic System entities (not Rochester Mayo). Details of premiums and deductibles are available through HR.</p>	<p style="text-align: center;"><b>General</b></p> <p style="text-align: center;"><b>Benefit Update: Dental Insurance</b></p> <p>The BSJ Dental Insurance will not have any changes for 2012. Same coverage, premiums and deductibles as 2011.</p> <p style="text-align: center;"><b>Added Features to Retirement Plan</b></p> <p><u>Wealth Dashboard</u> – allows participant to securely consolidate all financial information in one centralized location on-line. To access the feature, participants will log into the website and select My Account, then the Wealth Dashboard link.</p> <p><u>My Forecast</u> – allows participant the ability to set retirement goals. The tools will help them meet this goal. Participants will see this feature as soon as they log in to their accounts on the Plan website.</p> <p><u>Online beneficiaries</u> – participant will be able to view and make changes to designated beneficiaries. When a change is made, a notice will be sent to the participant and the corporation. The quarterly statements will once again show the named beneficiaries.</p> <p style="text-align: center;"><b>BSJ Community Services</b></p> <p style="text-align: center;">◆MERIT Centre North    ◆Merit Centre South</p> <p style="text-align: center;"><b>Celebrations &amp; Kudos</b></p> <p>Doris Zimmerman (Merit Centre) is celebrating her 50<sup>th</sup> anniversary in Feb. Heather Kelber Grey (Salem Terrace in West Salem) was married on Oct. 5<sup>th</sup>. Deb Cowan (Salem Terrace &amp; Mill St. Manor) is a first time grandma to granddaughter Elin in South Dakota!</p> <p>BSJ Community Services Anniversaries:</p> <ul style="list-style-type: none"> <li>• Jenny Hoeth – 5 yr      Tenant Care Assistant</li> <li>• Linda Miller – 5 yr      Tenant Care Assistant</li> <li>• Pat Kammel – 5 yr      Commun. Services Maintenance</li> <li>• Deb Zink – 10 yr      Tenant Care Assistant</li> </ul> <p>Accolades: Stacey Jacobson and Arlene Harris produced and directed a play with the tenants of Shelby Terrace for family, friends and the public called "The Trial". The clever production involved the audience to be a part of the jury. Way to go, all staff who made the play a success.</p> <p style="text-align: right;"><i>Karen Sepich, Community Services Administrator</i></p>

<b>BSJ Community Services – Housing</b> ♦Laurel Manor ♦Mill St. Manor ♦OnaMain ♦OnaTerrace ♦Prairie Home ♦Salem Terrace ♦Shelby Terrace ♦Welcome Home ♦Windsor Place  <b>Reminders for Winter Safety</b>  All staff, in all entities throughout the corporation, can help with keeping our buildings, grounds, staff, tenants, clients and residents safe during the winter months.  The main thing about indoors is to stay alert for wet floors. It is so easy to track in snow and water on boots, walkers and wheelchair wheels. Have paper toweling or mops easily accessible for all staff to quickly locate and use.  Pay attention to the footwear you use. Non-slip soles work good indoors and boots for outdoors. Watch those high-heeled fashion boots. If you are carrying items, make sure the weight is evenly distributed so your center of gravity is balanced. Stay alert to ice on sidewalks or driveways; take it slowly across ice. Use ice-melt products at entryways and on sidewalks.
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<b>Onalaska Care Center</b> <b><i>Baking and Holiday Spirit Is In The Air</i></b> Recreation Therapy staff and Onalaska High School National Honor Society decorated OCC for the holiday season. The place looks great! In late November we had a great day for baking. The RT staff and the OCC Auxiliary baked all day and had krumkake, rosettes, and cookies to sell at the Annual Christmas Tea in December. The Progressive Hors d'oeuvres Day is Dec 16 <sup>th</sup> . Many Departments will be making holiday treats and goodies to serve during the day. Staff and volunteers have been busy getting ready for the holiday season. Frank Mihalovic, Maintenance Department, helped a great deal by making exciting storage unit runs and decorating our back patio for the holidays. <i>Casandra Cooley, Recr. Ther. Assistant</i>
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<b>Norseland Nursing Home &amp; Friendship House</b>  <b>Coincidence and Welcome Back</b>  Cleone Benson, RN, and Bernice Stalsberg, Beautician, were married the exact same day just hours apart! (November 30) This year marks their 48 <sup>th</sup> wedding anniversaries.  Mary Adams, CNA, is very happy to be back to work after being off for an extended time for recovery. We are also glad to have Mary back with us. It wasn't the same without her!  We would like to wish everyone a very healthy and happy holiday season!  <i>Kim Martinson, Director of Recr Therapy</i>  
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<b>Marinuka Manor &amp; Eden House</b>  <b>Congratulations &amp; Thank You!</b>  Congratulations to the following staff for their years of service with Marinuka Manor:  Patricia Culpitt, 20 years Ann Eckstein, 5 years Faye Gardner, 30 years Tamara Johnson, 5 years  Thank you for your many years of service and dedication to Marinuka Manor!  We are looking forward to the joys that the holidays bring. Happy New Year to everyone.  <i>Sara Connor, Human Resources Repr</i>
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<b>General</b>  <b>Use of Social Media in Health Care Facilities</b> The WI Dept of Quality Assurance reports that staff in health care facilities should be extremely cautious in their use of social media platforms, such as Twitter and Facebook, as a communication tool. Internet communications that contain any resident/patient-specific information such as changes in medical status may result in a breach of resident privacy. We have a social media policy to provide guidance to employees about the appropriate use of social media in a health or residential care facility. The policy prohibits staff from discussing resident/patient information on blogs, social media, or any other internet platforms. Your place of work provides you with ongoing training on resident rights, privacy and security. Below is guidance for staff when using social media: Refrain from discussing residents/patients, even in general terms. Assume anything put online could be seen by anyone. If you wouldn't say it in a public elevator, don't put it online. Don't mix personal and professional lives. Don't "friend" residents/tenants/clients on Facebook. Check privacy settings monthly (They could change).
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<b>BSJ Care Center</b>  <b>Holiday Greetings To All</b> Our staff have been planning and decorating for the holiday season to help bring back a lot of wonderful Christmas memories for our residents. We appreciate all the efforts from all of our departments to put together two memorable Christmas parties for residents, friends and families. Our facility also offers holiday meals to families. Every effort is made to accommodate the many people who visit us each holiday. This service is so well appreciated by our families and residents. The staff have been training hard to be electronic medical records proficient. We look forward to the efficiencies that this project will bring for us. It is good that the staff are eager to learn new things to make their jobs efficient. You will notice the record-input kiosks hanging on our corridor walls like the local hospitals have on their walls. Once again, our staff embraced a family through the New Horizons Christmas program and collected Toys for Tots. We are happy to contribute to our community each year. Best wishes to BSJ Corporation's payroll clerk, Pat Granger, for her retirement in December. She will be greatly missed. <i>Larry Pupp, Administrator</i>
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