



Givens Scholarship Program SUPPORTS EMPLOYEES

APPLICATIONS DUE BY FEBRUARY 16TH

One of the ways that Covenant Woods encourages staff development is through the Givens Employee Scholarship. Named in memory of longtime Board member J. Edwin Givens, the scholarship was started in 2009 as a way to encourage employees to further their education.

The fund has distributed over \$50,000 in scholarships since its inception. Open to all employees, awards may be used for undergraduate studies at the university and college level as well as for technical or trade school degrees or certificates.

According to Elizabeth Pace, Community Relations Manager, the scholarship is meant to benefit the staff even if the person doesn't plan to stay at Covenant Woods for the long-term. "This is meant to launch employees wherever they go in the future. Resident donors particularly like to help staff to further their education, regardless of whether or not Covenant Woods is their long-term career," Pace explained.

Applicants for the scholarship award must complete an application, submit two recommendations, write an essay, and have a personal interview with the Board of Directors' Development Committee. The committee then reviews all the information and chooses the recipients of the monetary awards. The

amount of money awarded varies at the Board's discretion and is based on a scorecard that the committee members use as they evaluate each candidate. The funds may be used for tuition, books or fees at the discretion of the scholarship recipient.

Covenant Woods allows staff members to apply every year as long as they are pursuing a higher learning degree or certificate.

"What's great about this program is that employees may use the funds to pursue education in any field, not just the field the person is currently working in at Covenant Woods," said Pace. "One of our concierges is studying to be a Registered Nurse and one of our dining staff is studying to be an elementary school teacher."

All scholarship applications are due by February 16th. After conducting interviews with applicants, the Board of Directors of Covenant Woods will announce the 2018 scholarship recipients at the 2nd Annual Givens Brunch, to be held in March. The brunch will honor the 2018 recipients, as well as give them and past recipients an opportunity to engage with the Givens Fund donors who make the scholarship possible.



MANOR EAST EXPANSION OPENING AND MOVE PLAN

As the opening of Phase One of the Manor East expansion draws near, planning is underway to make the moving process as seamless as possible.

Phase One will be inspected by building officials during the final week of December and a Certificate of Occupancy (CO) is anticipated to be received during the first few days of January, 2018. As soon as the “CO” is received the Administrator of Healthcare at Covenant Woods, Carrie Davis, will reach out to the Virginia State Fire Marshal, and the Health Department at the local and state Offices of Licensure for their inspections.

As these steps are undertaken, all the new spaces will be “deep cleaned,” all utilities checked, and furniture installed in both the public areas and the health care resident rooms.

During December, residents and their families have received information about moving schedules and perimeters. Moving will start on Monday, January 15, with Healthcare residents moving on assigned days and times between January 15 and January 18. Each resident’s possessions will be packed up, transported to their new room, unpacked, and the resident settled within about three hours. Healthcare resident families will be asked to schedule a time that they can remove their family members remaining furniture from Covenant Woods.

Assisted Living residents will move to their new rooms between January 22 and January 25. They, too, will have “Door to Door,” licensed, insured movers facilitating their move. By the end of January, all residents will be moved and settled and construction will be underway on Phase Two of the Manor East expansion.

Active Shooter Response Presentation

In response to resident interest in additional information about how to protect themselves in an active shooter event, Covenant Woods will host the Hanover Sheriff’s Department presentation of Active Shooter Response in early 2018. This event will be open to residents, families and staff members.

The 2-hour talk will include information for preparing, responding and dealing with an active shooter event at a public place such as shopping areas, special event venues or schools, or the workplace. More information will be made available when the date is announced.



Manor Renovations Scheduled

Between January and March 2018, the final quarter of the fiscal year, a number of small updates will take place throughout The Manor building. Included in the 2017-18 capital budget, these areas of The Manor have not been updated since it was built in 2001.

The Clinic will be freshly painted and new flooring will be installed. The waiting room countertops and glass barrier will be renovated and enhanced and new furniture added.

In the foyer of Manor East, the security desk will be replaced with a new desk more appropriate for housing the security monitors and computers, along with storage for computer equipment and radios.

The Education Conference Room on the first floor near the Multipurpose Room will be freshly painted, new furniture including a conference table and chairs will be added, as well as a new television.

Downstairs in the service corridor of The Manor, the employee lounge will receive a new floor, fresh paint and a new kitchenette space to house the microwave ovens will be created. Smaller square tables will be brought in to replace the current tables along with new artwork and bulletin boards.

In addition to these changes, the stamped concrete area outside the entrance to The Lodge will be expanded to provide space for two new benches.



A GRAND CELEBRATION OF VALENTINE'S DAY

Love will be in the air February 14, 2018, and everyone will love the unique dining experiences available in Covenant Woods' Traditions and Vistas.

Ladies will receive a flower as they enter Traditions to enjoy their elegant meal. Featured from noon until 3:00 p.m. will be carved filet mignon, lump crabmeat stuffed flounder and braised chicken with leeks. Entrees will be served with a choice of roasted asparagus, roasted corn with zucchini and cherry tomatoes, jasmine rice, or seasonal roasted beets with potatoes. If desired, a glass of red wine is included. Your meal will conclude with a very special surprise dessert.

For those who prefer a later meal, from 5:00-8:00 p.m. Vistas will feature a fresh and flavorful Valentine's special. Begin your dining experience with a grilled shrimp appetizer, followed by prime rib accompanied by asparagus and a baked potato. Add an innovative cocktail, and be sure to leave room for dessert.

Please make your reservations by calling 417-5111. Leave your name, the number of people in your party, and your preferred dining venue.

QUESTIONNAIRE NEWS

Does your opinion matter?

Every fall, Covenant Woods conducts separate feedback questionnaires for both residents and employees.

Anonymous input from each group insures that the needs and opinions of the people who live and work at Covenant Woods are heard.

Both feedback questionnaires take place in November, after which the results and comments are recorded and analyzed by an outside vendor. In January and February, management receives reports comparing Covenant Woods results with those of like organizations and fully reports on the statistics gathered. Resident feedback information gathered is shared with residents and in a special group meeting for those interested in greater detail, and employee data is shared at the Employee Town Meeting as well as in department meetings.

The leadership team reviews all the information compiled, identifies the top concerns reflected in the questionnaires and creates a plan to address those concerns for the benefit of both the resident community and the employees.

“One thing that we’ve learned recently from our questionnaire results is that people want more consistent and clear communication,” said Emily Endert, Director of Human Resources. “Management has created a complete

communication plan for both residents and employees, implementing the weekly ‘Communiqué’ as well as this Quarterly newsletter specifically as a result of the feedback we received.”

Questionnaire results help direct Covenant Woods’ goal setting and are an important information source for creation of the annual leadership operations plan.

“Covenant Woods always strives to deliver the best services to the residents,” said Meghan Tomes, Director of Resident Services. “That’s why it is so important for residents to participate in the process and take the questionnaire.”

“In 2016, the questionnaire for residents was customized for the first time to reflect what was going on specifically in this unique community. The survey used in previous years had standard industry questions with only a few questions specific to Covenant Woods. In 2017, the customized questionnaire was again used, containing the same questions as the 2016 survey, to help us evaluate our trajectory,” Tomes noted.

Residents and families from Manor East have a similar feedback opportunity. Questions specific to the nursing services are added in the Manor East questionnaire, where those services are applicable.

JANUARY - MARCH QUARTER
CALENDAR OF EVENTS

JANUARY

Manor East Move to Expansion, Phase 1

- 16TH** Annual Employee Recognition Event
- 22ND** Resident Town Hall
- 30TH** Medical Deduction Letters Distributed

FEBRUARY

- 5TH - 9TH** Resident Pictorial Photo Shoot
- 15TH** Make-Up Day for Resident Pictorial
- 16TH** Givens Employee Scholarship Applications Due
- 19TH** Employee Town Hall

MARCH

- 15TH** Givens Scholarship Brunch (Givens Fund Donors and Scholarship Recipients only)
- 19TH** Fitness Survey Due
- 26TH** Resident Handbook Distribution
- 28TH** Covenant Woods Board of Directors Annual Luncheon