

SHARE OUR SPIRIT



I know that the strong desire to help others runs very deep within all Community First Solutions employees. That's a fact that makes me proud. You are driven by that desire not only for the thousands of clients we serve, but for one another as co-workers.

Last year's successful employee giving campaign, **SHARE OUR SPIRIT**, focused on establishing and growing funds to be used for employee education and training.

We selected that focus in direct response to suggestions from employees who want to increase their own capacities to provide the highest quality of services to our community. YOU raised \$40,000 that will be invested in our most valuable resource - our employees.

The breadth of roles represented in our service areas requires a tremendous range of skills and capabilities. Nursing care; mental health and substance abuse counseling; food service and nutritional expertise; exercise and wellness programming; safe, efficient transportation; maintaining our facilities and grounds; providing prescription education; or introducing preschoolers to the world of learning - we work together to put our Community First. I feel that Community First can do that best by helping you, our employees, meet your personal and professional goals.

Your compassion and donations during the past year are allowing us to create the **Community First Employee Scholarship and Award Program**, launching this month. I anticipate its first competitive employee investments to occur this summer. We plan to distribute up to \$30,000 during FY17, offering assistance for job-related certifications, an advanced degree, or continuing education courses. Applications are available now online at First Connect, or from the Human Resources department.

The 2016 **SHARE OUR SPIRIT** campaign will continue to renew and build those training and scholarship funds available to Community First employees who are interested in career advancement.

Our goal this year is to gain each employee's participation...you may direct your gift to employee training and scholarship, or to another Community First fund, like Employee Assistance or one supporting a specific business initiative that is most important to you. I ask that you also please consider donating the equivalent of 15 minutes of pay per week, a leadership giving level called **Community First Spirit Club** that grew to over 100 members last year.

SHARE OUR SPIRIT provides employees the opportunity to give back and support each other. However you choose to participate, please know that **EVERY** gift is meaningful and valued, either as a payroll deduction throughout the year or a one-time gift. Please consider whatever level is right for you and your family.

My thanks for your contribution of time, commitment, skills and energy to Community First.

And I also thank you for considering a donation to **SHARE OUR SPIRIT 2016**.

Sincerely,

A handwritten signature in purple ink, appearing to read 'J. Thurman', written in a cursive style.

Jeffrey P. Thurman
President and Chief Executive Officer

WHEN OUR EMPLOYEES ENHANCE THEIR KNOWLEDGE AND SKILL SET, WE EXCEL AS AN ORGANIZATION. Below are some examples of how employees have grown professionally through continued and advanced education.



Ed Giuliano | Director of Transportation | Community First Fleet
CONTINUED TRAINING BENEFITS ALL

Ed is implementing the TAPCO Paratransit Operator Development Course, a program designed to promote safety, customer service and sensitivity to Americans with Disabilities Act (ADA) standards. When his team was inspired to access this training, Ed needed resources to purchase the program; fortunately, donations to the Transportation Fund could be tapped. He knows his drivers in The Fleet are professionals and that they care about what they're doing; however additional training helps to ensure that they're continuously providing the best service.

"We do a great job now, but everyone can benefit from continued training. Our drivers want to give the best experience to their clients that they can."

Kelli Vierling | Dining Room Supervisor at Berkeley Square | Culinary Services
ALWAYS LEARNING SOMETHING NEW

Kelli loves her job, and making residents feel comfortable in their home is her favorite part. To ensure that she and her team are up-to-date on the newest and best ways to prepare meals, Kelli and other culinary employees rely on funding from the Mary C. Spoerl Education Fund for their SERVSAFE Managers or Food Handlers Training certifications. Kelli is grateful for the informative and thorough training; her team utilizes the lessons learned in the program on a daily basis.



"It benefits me a great deal. I'm reminded about the importance of procedures I already use, and I learn new steps that help us to prepare residents' meals under the highest level of quality and safety standards."



Jonnie Carrethers | Caregiver | Colonial At Home
INFORMATION BRINGS HEALTH CHANGES

Jonnie believes that bringing joy into her clients' days allows them to continue living their best life. Recently, Jonnie became involved with the Community First's wellness program, and her own life has changed for the better. Last October, she discovered her cholesterol was high after having blood work done at an employee health screening. When picking up the medication at Community First Pharmacy, manager Ashley Hoehn counseled Jonnie on using her medications to work the best for her needs. Since then, Jonnie's cholesterol has leveled out, and she has felt well enough to participate in Zumba and water aerobics. Jonnie is just one of many employees whose health has improved due to the Employee Wellness Fund.

"After working with Ashley and participating in CORE wellness programs, I have a new outlook on my health and the health of my clients. Now, when a client is concerned about starting a new medication, I tell them to talk to their doctor or a pharmacist to help them make that transition."



Anna Derksen | Director of Employee Wellness & Communication | Shared Services

INVESTING IN EMPLOYEES' HEALTH

Anna has led the implementation of The CORE Plan, Community First's employee wellness program. The CORE Plan gives employees the chance to work wellness into their schedules and at their own pace. Anna loves connecting with employees to understand their personal wellness needs. By winning the Interact for Health Foundation's funding for our T-Free project, Anna is helping employees and clients who smoke break the habit by eliminating use of tobacco products at any Community First campus. These programs are a unique way of investing in employees — we know that when they are at their best they can best serve others.

"We believe in the people that work here. We want to help employees engage so that they feel connected to the company and their coworkers."

Wendy Brown | Director of Nursing at Westover | Health Services

HONORING A COLLEAGUE'S PROFESSIONAL GROWTH

Wendy is passionate about nursing education, saying that it improves the integrity of the profession and opens countless doors for nurses. Wendy is an avid supporter of the Florence Roof Nursing Scholarship Fund, which supports employee training and continuing education. Florence worked as an Licensed Practical Nurse (LPN) for many years at Westover, before going back to school and becoming a Registered Nurse (RN). Florence was very proud of her accomplishment, and she encouraged coworkers to achieve the same success through continuing education. Friends and loved ones established the Florence Roof Nursing Scholarship in her memory, to support Community First nurses following their dreams of furthering their education.



"When we have healthcare employees that are doing great work, helping them continue their education provides them with management opportunities and career security. Investing in our nursing staff that wants to grow with our company is invaluable."

Leslie Stump | Director of Community Behavioral Health - Middletown | Behavioral Health Services

SUPPORTING EACH OTHER

When the first Share Our Spirit campaign kicked off two years ago, Community Behavioral Health managers stepped up to the plate. Leslie advocated to raise money for the employee emergency fund, and has since referred several of her employees to utilize it. She feels that by giving her co-workers access to emergency assistance, as well as to education and scholarship opportunities, their capacity grows to serve CBH's clientele.



"We have a tremendous team. It's reassuring to know that there is assistance available to my peers when they fall on hard times, as anyone can."



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SHARE OUR SPIRIT

All employees who contribute to **SHARE OUR SPIRIT** will be listed on First Connect and will receive name badge awareness ribbons to be worn proudly throughout the campaign as we spread the message across Community First. You can play a powerful role in the campaign by promoting the importance of giving to your friends and peers.

Every donor will receive a purple ribbon printed with the words **SHARE OUR SPIRIT 2016 Donor**. Those who also donated to last year's campaign will receive a teal ribbon printed with the words **LOYALTY CIRCLE Continuous Donor** to signify their consecutive years of commitment to their fellow employees and the organization.

Employees who step forward and donate the equivalent of 15 minutes of pay per week will receive a green ribbon printed with the words **SPIRIT CLUB 2016 Member**. Those who give at this leadership level will also receive a Spirit Club certificate signed by Jeff Thurman, President and Chief Executive Officer of Community First Solutions.

All employees will be encouraged to wear their badge ribbons throughout the campaign.

HOW TO DONATE

Donating to the Share Our Spirit Campaign is easy and convenient. Just go to firstconnect.community-first.org, click on the Share Our Spirit logo, and complete the online form to make your donation through payroll deduction or as a donation of paid time off (PTO). Pledge cards are also available for employees who wish to make their pledge by check, credit card or mail. Completed pledge cards may be sent by interoffice mail to the Development Office at the Resource Center. All donors will receive a letter by mail documenting their gift or pledge amount. Payroll deduction will begin on July 15, 2016. Donations of PTO will be processed on June 30 and/or December 31, by employee choice.

3 EASY WAYS TO GIVE

- 1** Recurring gift through payroll deduction
- 2** One-time contribution made by check or credit card
- 3** A portion of your accrued paid time off (PTO)