

Matters

July 2026

an internal employee newsletter

A Message From Our CEO

Hello Everyone,

The heat of summer is definitely upon us, so please ensure that all clients have what they need to be safe. This includes checking with them that their air conditioning is in good working order; making sure they are staying hydrated and providing them with water if needed; giving them of list of community resources available to them; and doing wellness checks if needed.

Thank you all staff who jumped in with both hands for our Dayton and Springfield casserole project. It is extremely encouraging to see how we can mobilize effectively and quickly when needed! If you haven't signed up yet, please check with Eva Wells about more opportunities.

We are in the process of submitting renewals of our HUD and other government-funded grants and working through the changes needed to meet the new federal guidelines. We are taking the lead in all our communities to make sure that Homefull and the clients we serve are a primary focus when adjustments need to be made. Please make sure that HMIS updates are entered accurately and timely so that required reporting can be accessed quickly.

Enjoy your 4th of July!

Sincerely,

Tina

Tina M. Patterson
CEO

HR and PQI Updates



Timecards and Holidays

- **Holiday time off reminders:**

1. As a reminder, new staff within their initial 90 day new hire probationary period are not eligible for paid holidays off. However, they do have the option to flex their time during weeks with holidays or have those 8 hours marked as absent (unpaid) on their time card. New hires and supervisors should coordinate ahead of a holiday week to confirm the planned schedule.
2. For any supervisors that have staff who work 4 ten-hour days and the holiday falls a day they would normally work, remember that holidays are 8 hour days. Make sure that anyone you supervise plans ahead to adjust their schedule to make up for the 2 hours elsewhere during the week. For example, if person A works Tuesday-Friday and there's a holiday on Friday, they can adjust their week to be Mon-Thurs for 8 hour days plus the 8 hour holiday on Friday. Or they can keep their Tues-Fri schedule and add 2 hours of PTO to the 8 holiday hours on Friday to make a full day off.
3. As reviewed with our 2026 holiday schedule at our last All Staff meeting, if a holiday falls on a Saturday or Sunday, that holiday is not shifted to the Friday/Monday nearest. Homefull has employees in departments that work all 7 days of the week so holidays are honored on the actual date of the holiday for this year, not an adjusted date. See the 2026 Homefull Holiday schedule in Dropbox for clarification of 2026 holiday dates: *HF HR – Benefits – 2026 Homefull Holiday Schedule*. For new hires since the start of the year, the approved holiday list is in your Employee Handbook as well.

- **Timecards:** Supervisors, please make sure to double check an employee's PTO balance prior to approving any time off and prior to finalizing a timecard if any time was missed. If you need a refresher on how to check that, see the guide in Dropbox: *HF HR Documents – Total PTO balance from timecard view – ADP*. On the calendar in ADP, you enter the **pay date** for that pay period. PTO should be applied for any missed work time if there is PTO available. And reach out if you need help or direction!
- **GG's Holiday Schedule:** Just so everyone is aware, the Gettysburg Grocery is closed this year on Thanksgiving and Christmas days but is open all other holidays with normal operating hours.

Benefits

- **Retirement planning education** – Everhart Advisors, who help manage our 401k plan, regularly offers education on financial topics – free to Homefull employees! Be sure to check out each month's listing for a topic that resonates with you. The July session is on the 28th: ***Estate Planning Basics: Organizing and Protecting Your Assets***. See this link for more info and to sign up: <https://everhartadvisors.com/eauhub/>
- **Benefit highlight of the month** – Anthem wants to pay you for doing important preventive care and engaging in health education on their website. Log into your Anthem account online now and click on the My Health Dashboard menu and select My Rewards to learn more. Just by checking it out you can earn cash!
- **Mid-year check on your benefits selections**mid-year is a great time to double check who you have covered on your health insurance plans, does anything need updated, do you have the right deductions occurring, and prep for the end of the year open enrollment, making notes now about any changes you might need to request during that period.

Wellness Education

- **Monthly health focus** – July is **UV Safety Month!** Sun safety is a year-round responsibility, but it's especially important during the sunny summer months. Sun damage can lead to more than just a painful sunburn. Excessive exposure to ultraviolet (UV) rays emitted by the sun can result in serious health concerns, such as skin cancer. Furthermore, prolonged sun exposure can harm your eyes, leading to

conditions such as cataracts, macular degeneration and even ocular melanoma. This month, take steps to protect your skin and eyes when enjoying the outdoors. To protect yourself from UV rays, consider staying in the shade during the sun's peak hours, wearing protective clothing and sunglasses, and applying a broad-spectrum sunscreen with an SPF of at least 15.

- **Monthly wellbeing tips from our EAP** – This month's spotlight from our EAP is **Taking the Scare Out of Car Repair**. Cars are great....until they aren't. And getting the right and affordable repair is vital to keeping your car in working order. Read [this article from our EAP](#) to learn how to select a good technician, the kinds of questions to ask, and your consumer rights.

GGs Updates - Back to School



Spread the word to clients that GG's is hosting a **Back to School** event on Saturday, **August 1st from 11am to 1pm**. Back Packs with school supplies will be handed out to the first 100 school-age children, as well as other snacks and resource information from partners.

Volunteer opportunities are available as well for corporate responsibility hours. For more information or to sign up, please email [Leah Titlebaum](#).

Development Updates

Fall Event - Save the Date

Mark your calendars and get ready for a fun evening! **Saturday, October 24th** is the date for our fall fundraising event. There will be casino games, fun fall festival contests and virtual horse racing. There will be plenty of opportunity for each of you to secure sponsorships, volunteer your time and bring friends to enjoy the fun.

We are working on final details and more information will be sent out in the coming weeks. For more questions email [John Patterson](#).



Corporate Responsibility

- Thank you to everyone who jumped in to help with the shelter casserole project! It really helped fill a gap for the Gettysburg Men's Shelter and helped many of you to hit your quarterly volunteer hour mark.
- We also encourage each of you to come up with ideas for your own programs. The 3rd quarter ends on September 30th so be sure you have your 8 hours in before then.
- Team leads should enter the hours for each of their team members as they complete a volunteer project so that hours are accurately reflected.
- For more information or for project ideas, please email [Leah Titlebaum](#).

Workforce Development - Cohort 2 Filled!



Cohort 2 of Homefull Solutions got underway June 8th and is set to conclude on July 20th. We have 8 trainees (all Homefull clients) who are eager to learn and ready to work!

Case Managers are still encouraged to talk to their clients and have them complete applications if they are interested in interviewing for the next cohort. Applications can be submitted to Kevin Collet by email kevin.collett@homefull.org. Interviews for cohort 3 are tentatively scheduled for the beginning of August.

Staff Changes



Promotions - Congratulations to our newest Program Managers!

Dani Sims – Columbus PM – EHV, TRA, TRAM
Chelsea Moreland – Dayton PM – YHDP & CE
Angela Corder – FLC, Fisher, Iowa, Ohio
Niemah Brazil – Springfield Shelter Manager

June New Hires:

6/1: Gabrielle McCall – Project Assistant
6/1: Adriel Mitchell – Dayton Intern
6/1: Emily Shaeffer – Dayton Intern
6/1: Miles Mustin – Dayton Intern
6/8: Tarsha Threats – Springfield CM
6/22: Charles Nickles – Dayton CM
6/22: Tessa Judkins – Dayton CM
6/22: Elizabeth Neff – Columbus CM
6/22: Germaine Dunn – Columbus CM

May Departures:

6/26: MaCalla Howard - Dayton CM

People, Culture, and Impact Focus



This section is intended to communicate the different observances that occur during the month, but it is not an all inclusive list. If you would like for the **People, Culture, and Impact** team to include something for a given month, please reach out to **Tanya Long** the month prior.

July Month-Long Observances

Disability Pride Month
National Ice Cream Month
National Hot Dog Month Retailer Month
Sarcoma Awareness Month
Juvenile Arthritis Awareness Month

July Daily Observances

250th Independence Day (July 4) - celebrates the anniversary of when the United States became an independent nation in 1776. For some Americans, July is a time to celebrate with BBQ's and fireworks, but for others it has become a day of reflection, on what Independence means to some.

Nelson Mandela Day (July 18) - is an annual commemoration of the iconic South African leader's birthday, dedicated to promoting peace, reconciliation, and social justice through acts of kindness and community service.

Tish'a B'av (July 22-23) - is an annual day of fasting and mourning. This commemorative holiday is to remember tragedies that affected Jewish people throughout history. Fasting commemorates the fall of the First Temple and Second Temple in Jerusalem.

Ashura (July 25-26) - is an Islamic celebration on the 10th day of Muharram, the first of the Islamic Lunar calendar. Ashura also marks the day that Allah parted the red sea for Moses.

Facilities Updates



Summer Heat and Yardi

With summer temperatures in full swing, please help us keep our buildings comfortable and energy efficient. Keep exterior doors and windows closed whenever possible, and set thermostats to an appropriate temperature to avoid overworking our HVAC systems. Small habits make a big difference in controlling utility costs and keeping everyone comfortable.

We're also excited to share that several new fleet vehicles have been added to our organization! Over the coming weeks, we'll be rolling out a standardized vehicle inspection and mileage logging process to help keep our fleet safe, reliable, and well maintained. More information and training will be provided soon.

And one reminder we can never share enough: **If the work order isn't submitted through Yardi, it didn't happen!** Whether it's a maintenance issue, repair request, or facility concern, submitting a Yardi work order ensures your request is tracked, prioritized, and completed as efficiently as possible.

Reporting Issues

Please remember to report all site facility issues as soon as possible by sending an email with all the pertinent details to: facilities@homefull.org.

Let's Celebrate!



7/10: Chelsea Moreland
7/12: Angela Corder
7/13: Alisha Davis
7/17: Tyler Doss
7/18: Abby Filer
7/19: Dani Sims
7/25: Kimo Scott
7/27: Emily Shaeffer
7/28: Eric Hinton
7/31: Adriel Mitchell



7/7: Jay Qutiefan – 1 year
7/7: Katie Favela – 1 year
7/8: Harley Deck – 2 years
7/15: Jen Crabtree – 24 years



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