

April 25, 2025

Keynotes

News for the team members of Cross Keys Village - The Brethren Home Community



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Important Reminders!

In recognition of **May as Mental Health Awareness Month**, we will be focusing on the 7 dimensions of wellness and offering a challenge for our team to complete. Look for more information on the Intranet (available May 1) and in the next edition of Keynotes (May 9).

June 6 -

Annual Cardboard Boat Regatta
(see Intranet for registration packet!)



Campus Insights and Updates: A Conversation with Bev Asper

During this special presentation, team members will have the opportunity to hear from Bev about her vision, current initiatives, and discuss the future of our incredible organization!

Tuesday, April 29
Nicarry Meetinghouse

9:45 – 10:15 am
10:30 – 11:00 am
2:00 – 2:30 pm
3:00 – 3:30 pm

Beverages and light refreshments will be available.

Please note: For those who cannot attend, the presentation will be recorded and made available on **Relias**.

Team Member Spotlight



Melanie Storm

Staff Education Coordinator
Human Resources Team
Team Member since January 1996

What three words best describe your job?

Collaborative. Analytical. Innovative.

What do you enjoy most about working at CKV?

CKV is a Christian organization that encourages us to use our God-given gifts and talents to make this a great home for residents and villagers.

What is one thing about your job that most people don't realize?

Preparing to teach a new one-hour class requires a minimum of four hours of work.

What is your favorite quote or motto?

Give a man a fish and you feed him for a day. Teach a man to fish and you feed him for a lifetime.

If you could travel anywhere in the world, where would you go and why?

I have always wanted to travel to Hawaii because of the warm weather, beaches, sunrises, and sunsets.

What advice would you give to a new team member?

Give yourself grace, ask coworkers for help, and stay positive.

Crucial Conversations: Mastering Communication for Stronger Connections – Part 1

Melanie Storm, Staff Education Coordinator

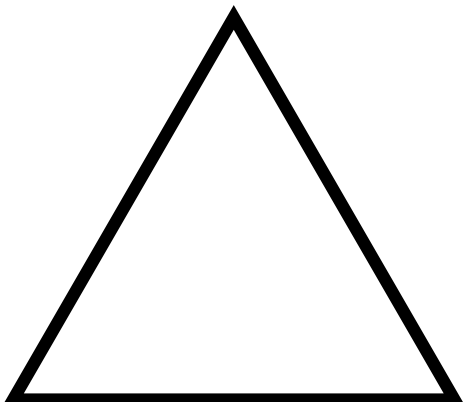
When disagreements arise, addressing the issue can be challenging.



Many people struggle with conflict resolution, often resulting in either unsuccessful conversations or avoidance that leads to frustration. Past strategies may no longer be effective, leaving you feeling discouraged.

This 4-part series on Crucial Conversations aims to equip you with the confidence and skills needed to tackle difficult discussions and achieve the desired outcomes.

Three Elements of a Crucial Conversation



High Stakes: Something you care about is at risk.

Opposing Opinions: You see an issue differently than the other person.

Strong Emotions: You feel defensive, frustrated or attacked.

What are *your* Crucial Conversations?

Here are some common workplace and personal examples:

- You aren't given the resources you need to reach your goals.
- You and your coworkers are at odds.
- You and your spouse disagree about how to divide household responsibilities.
- Conversations with your kids always turn into a fight.

Part 1 Tips and Tricks

Get "Unstuck"

When you're unable to solve problems or achieve goals, and you're not getting the results you want, you are stuck.

This often means there's a Crucial Conversation you're either avoiding or not holding well. It can feel like Groundhog Day, with the same issue recurring over and over.

Where are you stuck? Think of areas where you're not getting the results you want.

Unbundle

Once you find where you're stuck, it's important to "unbundle" the conversation to decide which issue to address.

There are 3 types of issues:

- **Content:** A single instance of a problem where the action or its consequences are the issue.
- **Pattern:** A recurring problem.
- **Relationship:** How the problem affects your relationship. For example, trust is declining.

Unbundling allows you to examine all aspects of a problem, helping you identify the most critical issue to address. Avoid the temptation to focus on the most recent, easiest, or smallest issue. Instead, **tackle the problem with the most significant impact.**



Shining Star Recognitions

Congratulations to the following team members
who were recently nominated for a Shining Star!

Amy Alejo, Brookside

Shanna Baker, PC

Adrienne Benson, Brookside

Nikki Bull, Life Enrichment

Madi Crouse, Wellness

Kathleen Dwyer, Housekeeping

Holly Fetting, Life Enrichment

Lynn Gladfelter, Nursing

Amber Hoffman, Brookside

Kelly Kroft, PC

Jennifer Manz, PC

Sarah Martin, HR

Ali Neiderer, Brookside

Savannah Sewell, Harmony Dining

Cindy Shriner, Brookside

Sage Smith, Brookside

Jasmyn Smithson, Housekeeping

Dena Stonesifer, Brookside

Marie Street, Nursing

Brad Wantz, Life Enrichment

Lily Welty, Harmony Dining

April Milestone Anniversaries

Congratulations to the following team members who celebrated a milestone anniversary in April!

10 Years

- **Isaac Mackneer**,
Purchasing

5 Years

- **Becky Matias Plaza**,
Housekeeping

1 Year

- **Brooklyn Hodges**, Brookside
- **John Mohan**, Security Services
- **Andrew Norton**, Brookside
- **Sam Ripple**, Beauty Shop
- **Terrie Siegman**, Nursing Admin
- **Kristy Thomas**, Brookside
- **Tara Wigfield**, Nursing

≡Welcome≡

New and Returning Team Members!



Sam Jarvis

Resident Services Manager

Personal Care

Returning CKV Team Member



Tosha Loucks

Resident Assistant

Brookside

Do you know someone who would be a great fit for our team?

Encourage them to apply for one of our open positions by visiting <https://ckvcareers.com> or contacting our Recruiter, Felicity Boose, at f.boose@crosskeysvillage.org.



Need extra cash?

PTO Cash out time is here!

Deadline:

Monday, May 12 at Noon

(Late forms will not be accepted).

Payment Date:

Friday, May 30

Reminders:

- ✓ There is a **maximum number of hours that can be cashed out at one time** - **100 hours for full time** team members, **50 for part time** team members.
- ✓ There is a **minimum number of residual hours** that are required to remain in a team members PTO bank - **80 hours for full time** team members and **60 for part time** team members. You may continue to participate in the PTO cash out program as long as these residual hours are met.
- ✓ PTO cash out is at **80% of the full value** of PTO hours. For additional information, please visit the team member Intranet payroll tab.
- ✓ PTO cash out will have pension contributions withheld and CKV employer contributions provided per IRS regulations.

I, _____, would like to cash out _____ hours of PTO (Paid Time Off). I understand that I must meet the eligibility requirements of the PTO cash out plan. I also understand that hours paid will be at 80% of the value of the full value of PTO hours.

Signature: _____ Department: _____ Date: _____

Return form by Monday, May 12th via interoffice mail to Teresa Etzler in Payroll.

Familiar Faces, New Places



Chrissy Thomas has transitioned from our Personal Care team to our Brookside team as a day shift LPN Coordinator.



Adrienne Richardson has been promoted to Quality Assurance Wound Care Coordinator effective March 12th. Congratulations, Adrienne!

In addition, below is an updated list of recent department moves and where these teams are now located:

- **Community Life** has officially transitioned to the second floor of Mission Point Health Care. The new office is located in the previous MDS office near the Board Room.
- **Human Resources** has officially transitioned to the first floor of Mission Point Health Care. The new office is in the previous Community Life office across from the breakroom.
- **Volunteer Services** has officially transitioned to the second floor of Mission Point Health Care. The new office is located near the main elevators and Oxford Room.
- **The Executive Team** has officially transitioned to the fourth floor of Mission Point Health Care. Their new offices are located in the previous New Hope neighborhood.
- **Foundation** has officially transitioned to the fourth floor of Mission Point Health Care. Their new offices are located in the previous New Hope neighborhood.



WE HAVE EXCITING NEWS TO SHARE!

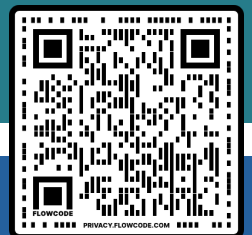
Team Member Wellness is
officially back at CKV!

Beginning Monday, April 21, and following an orientation with the Wellness team, Team Members will once again have access to the following amenities in Harmony Ridge **at no cost**:

- **Harvey S. Kline Wellness Center**
- **Harmony Ridge Pool**

To schedule an orientation, please fill out the packet available on the Team Member Wellness tab on the Team Member Intranet or call Wellness at x5410.

Team Member classes are anticipated to return in July. In the meantime, we need your help! Please scan the QR code or visit the Team Member Intranet page to fill out a brief survey regarding your preferences for Team Member Wellness Classes!



Almost New Shop Update

The Almost New Shop will be opening May 7th at 10:00 a.m. Come by and shop!!



The Almost New Shop has a beautiful new location on the first floor of Mission Point Health Care. Store hours will be **Wednesdays from 10a-3p** and **Thursdays from noon to 4p**. Team members receive a 10% discount with badge!

In addition, the shop is looking for the following items: small appliances, small furniture, textile items, dish sets, cookware and craft items. A full list of sought after items can be found at the shop. Remember, the items need not be new but should appear nearly so! Someone will be at the store each Wednesday in April from 10a – noon for drop offs. Thank you in advance for your generosity and support of this worthwhile project. Hope to see you soon in the Almost New Shop!

Dwight Rohrbaugh, Friends of CKV-TBHC

Terrace Cafe Hours

Starting Monday, April 21, the Terrace Café will be extending its lunch service to 2:00 P.M. each weekday (currently, the café concludes service at 1:30 P.M.).



Keynotes Deadline

The next submission deadline for Keynotes is **Wednesday, April 30th** for the next edition of Keynotes (May 9). Please email submissions to Katie Hollabaugh, HR Engagement Coordinator.





Current Openings

Mission Point Health Care Center

- Activities Leader (PRN)
- Campus Security
(Part-time weekends)
- CNA (Full-time and Part-time)
- Dining Services Specialist
- Housekeeping and Laundry
Assistant
- Lead Housekeeper
- LPN
- RN
- RN Supervisor
(Night Shift Weekends)

Mission Point Personal Care

- LPN Coordinator
(Evening and Night Shift)
- Personal Care
Attendant/CNA/Med Tech

Brookside

- Homemaker
- LPN Coordinator
(Night Shift)
- Personal Care
Attendant/CNA/Med Tech

Residential Living

- Campus Inn Aide
- Housekeeper (Full-time)
- LPN - Cross Keys @ Home
(Part-time)
- Server (On-call)

Ancillary Departments

- Groundskeeper
(Full-time and Seasonal)
- Network Technician

Lifespring

- Lifespring Attendant - PRN

Do you know someone who would be a great fit for our team? Encourage them to apply for one of our open positions by visiting <https://ckvcareers.com> or contacting our Recruiter, Felicity Boose, at f.boose@crosskeysvillage.org.



Yard Sale Registration



The Friends of CKV are holding their Indoor Spring Yard Sale

Saturday, May 31, 2025 from 8:00am to 12:00pm

It's time for Spring cleaning and disposing of "trash and treasures" from our closets, garage or storage units. This is an opportunity to gain some space and peace of mind in your home while helping the Friends of CKV.

The Indoor Yard Sale is located in Nicarry Meetinghouse.

Vendor spaces are open to residents and team members and are assigned as registration and payment (check preferred) are received. **Vendor spaces must be set up on Friday, May 30 between 1:00 pm and 3:00 pm.**

Space rental cost is \$20 (for an approx. 8' x 10' area) with an additional space available for \$10. One table and 2 chairs will be provided. You can bring additional tables for the space allotted. You are responsible for manning your space, pricing the items, and provide change (cash box). Space is limited.

If you have any items that could potentially stain the carpet, you should put a tarp down to protect the floor.

Please complete this form and return with your check to Donna Kronner, 1111 Elizabethtown Drive, via campus mail. Questions can be addressed to Donna at 717-624-5969. Please make checks out to "Friends of CKV."

Name: _____

Address: _____

Phone # _____ **Email:** _____

Cell Phone # _____ ☐ **I need access to an electricity outlet**

I wish to reserve ☐ **1 Yard Sale Space for \$20**

☐ **2 Yard Sale Spaces for \$30**

TOTAL ENCLOSED: _____ (Space rental fee is non-refundable.)

Thank you for supporting the Friends of Cross Keys Village and their projects benefiting residents and team members.