Our Mission:
Providing people with intellectual disabilities opportunities to achieve their personal goals

Our Vision:
Link Associates will be the recognized leader in providing quality services to persons with intellectual disabilities

Our Values:
Dignity and Respect
Quality Services
Caring Environments
Personal Choice
Long Term Commitment

LINK INK  March 2018
Hello Staff,

I want to start by thanking each and every employee who took the time to complete the Employee Satisfaction Survey. This is YOUR survey and the best way to get your thoughts and ideas out to the forefront so they can be heard. I know it may seem like just one more thing to do, but the feedback is very valuable and it is truly helpful in making changes to the way we do business. Sadly only 87 of our 299 employees responded so we only have the thoughts and ideas from about 29%. I would have loved to have heard from each of you, regardless if you are happy, unhappy or in the middle.

Our employee survey has enabled us to have a more accurate picture of how you feel about working at Link. The employee survey results have provided us with detailed information regarding your opinions about our performance, culture, relationships, how we go about our work and where we are headed. Your feedback comes at a time when we are in a challenging business environment and presents concrete views from you about how we can work together to realize our vision of Link’s mission for the future.

The board and I will take time to reflect on your feedback and the themes that arise from it. We know that the way to impact on your commitment to Link is to improve the clarity with which we communicate future aims and strategies of Link and the consistency in which we execute our messages.

I will be sending all of you the entire report for your review. It is important to recognize that this is a journey - not a "quick fix" - and together we will not lose sight of the critical parts.

From here we plan to:
- Identify wins that will have an immediate impact
- Develop action plans on key issues we need to improve on
- Follow through and communicate functional and team results to you.

The board, Department Directors and I remain absolutely committed to following through on these issues as they are fundamental to improving the way we work together and reaching our aim of Link’s mission. As we have no way of knowing who submitted which ideas I will be reaching out to gather more feedback on some areas. If you have feedback you would like to share I encourage you to respond to me. I say this all the time, but some don’t think it is true - but my door is truly always open. Some staff who bring ideas and concerns to me say that many of you are hesitant to visit with me - and I want to encourage you not to be. I can’t fix what I don’t know and I would much rather be able to learn from your feedback than to leave anyone feeling unhappy about their jobs.

Linda Dunshee
Enjoy yourself and support our cause at a special fundraising event for:

**Organization Name:** Link Associates  
**Date:** May 9th, 2018  
**Time:** 10:45am – 8:00pm  
**Location:** Blaze Pizza – Valley West Mall

Bring in this flyer or show it on your phone before paying. Blaze Pizza will donate 20% of proceeds from your meal back to our organization.

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Donation amount excludes proceeds from tax and gift card purchases. Valid for dine-in and take-out only. Not valid for online orders. Alcoholic beverages excluded. Event proceeds void if flyers are distributed in or near the restaurant.
Let me introduce you to Sydney…

LEEP would like to shine the spotlight on Sydney as she nears the end of her ten-week internship in the Link General Store. Sydney has spent her time at the Link General Store helping customers, stocking products, and being fabulous!

Sydney said her favorite part of working in the Link General Store is making and bagging popcorn and her favorite items to sell are cookies and donuts. Sydney said the Link General Store has helped her learn customer service for future jobs.

After her internship, Sydney will move on to VIP and hopes to work at GameStop someday.

Outside of work, Sydney enjoys playing Lego Indiana Jones on her Wii at home, watching movies like Night at the Museum: Secret of the Tomb, and and riding her bike.

We wish Sydney the best of luck in her future endeavors!

Teresa Bueter & David Blacksmith
ETS GSS

For more information on an internship opportunity at the Link General Store or any of our other business partners, please contact Sydney Hinders.

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About LEEP

The Link Employment Exploration Program is a training program for individuals interested in attaining community paid employment. This short-term, ten-week program offers individuals the opportunity to focus on learning all aspects of employment during an unpaid internship, with the aid of an Employment Training Specialist.

There are a variety of businesses for the individual to choose from for the internship. After shadowing a few businesses, the individual and his/her team will work together to find the right fit!

Following successful completion of the internship, the individual will have the option of moving into Link’s Job Development and Supported Employment programs.

We are able to serve individuals age 18 years and older!

Contact

Sydney Hinders, CTRS
Employment Supervisor
(515) 262-8888 x285
shinders@linkassociates.org
<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
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</table>
| Event: Easter with Eden Brent  
Location: Nọc  
Time: 6:00pm  
Cost: $20  
Event: Des Moines Buccaneers  
Location: Buccaneers Arena  
Time: 5:05pm  
Cost: Varies  
Event: Tyrannosaurs Meet the Family  
Location: Science Center  
Time: 9:00am  
Cost: $10 if want lunch |
| Event: Spring Concert Series  
Location: Beaverdale  
Time: 7:00pm  
Cost: Free  
Event: Owls-Des Moines Center  
Location: Jester Park Lodge  
Time: 11:00am  
Cost: Varies |
| Event: Iowa Wild Hockey Game  
Location: Wells Fargo Arena  
Time: 7:00pm  
Cost: Varies  
Event: Two Artists, Two Views of the World  
Location: Artisan Gallery 218  
Time: 11:00am  
Cost: Free  
Event: Simple Elegance  
Location: Pinot’s Palette  
Time: 7:00pm  
Cost: $35 |
| Event: Duo for 2 Violins  
Location: Salisbury House & Gardens  
Time: 7:00pm  
Cost: Free  
Event: Homemade Lasagna with White Sauce  
Location: Cooking with Alessandra  
Time: 10:30am  
Cost: $45 |
| Event: North Polk School Art Exhibit  
Location: Ankeny Art Center  
Time: 9:00am  
Cost: Free  
Event: Courtney Krause  
Location: Firetrucker Brewery  
Time: 6:00pm  
Cost: Free |
| Event: Understanding American Hearing Culture  
Location: Hampton Inn Suites  
Time: 10:00pm  
Cost: $20  
Event: Harlem Globetrotters  
Location: Wells Fargo Arena  
Time: 7:00pm  
Cost: Varies |
| Event: “The Humans”  
Location: Des Moines Civic Center  
Time: 7:30pm  
Cost: Varies  
Event: Ragtime  
Location: Des Moines Community Playhouse  
Time: 7:30pm  
Cost: Varies  
Event: Iowa Cubs Baseball Game  
Location: Principal Park  
Time: 12:08pm  
Cost: Varies |
| Event: 19th Century Transpiration Poster Exhibit  
Location: Wells Fargo History Museum  
Time: 8:30am  
Cost: Free  
Event: Iowa Wild Hockey Game  
Location: Wells Fargo Arena  
Time: 7:00pm  
Cost: Varies  
Event: Welcome back Wednesdays  
Location: Gilroy’s  
Time: 5:00pm  
Cost: Free to attend  
Money to eat  
Event: Willie Nelson and Family  
Location: Wells Fargo Arena  
Time: 6:20pm  
Cost: Varies |
| Event: A Few Good Men  
Location: Ankeny Community Theatre  
Time: 7:00pm  
Cost: Varies  
Event: Ladies Night Out  
Location: Jasper Winery  
Time: 6:00pm  
Cost: $25 advance  
$35 at door |
| Event: Heaven’s Blossom  
Location: Pinot’s Palette  
Time: 7:00pm  
Cost: $35  
Event: Roger Ingram with Drake Jazz Ensemble  
Location: West Des Moines Community Center  
Time: 7:30pm  
Cost: $20 |
| Event: Deaf Club  
Location: West Des Moines Community Center  
Time: 6:00pm  
Cost: $3 non members  
Bring snack to share  
Event: Choral Masterworks  
Location: St. Ambrose Cathedral  
Time: 7:30pm  
Cost: Varies |
| Event: Alone in Concert  
Location: Des Moines Social Club  
Time: 7:00pm  
Cost: $20  
Event: Sheerah Thomas  
Location: Jordan Creek Town Center  
Time: 10:00am  
Cost: $5  
Event: Yoga Under the Stars  
Location: Science Center of Iowa  
Time: 5:30pm  
Cost: Varies  
Event: Iowa Cubs Baseball Game  
Location: Principal Park  
Time: 6:30pm  
Cost: Varies |
| Event: Iowa Cubs Baseball Game  
Location: Principal Park  
Time: 12:08pm  
Cost: Varies  
Event: Les Misérables  
Location: Des Moines Civic Center  
Time: 7:30pm  
Cost: Varies |
| Event: Tech N9NE  
Location: Seven Flags  
Time: 7:00pm  
Cost: $35 advance  
$40 at door  
Event: Iowa Cubs Baseball Game  
Location: Principal Park  
Time: 12:08pm  
Cost: Varies  
Event: Meditation around Town  
Location: Jasper Winery  
Time: 6:00pm  
Cost: Free |
| Event: Planned Parenthood Book Sale  
Location: 4-H Building Fairgrounds  
Time: 3:00pm  
Cost: Free  
Event: Look Both Ways before Talking  
Location: Temple Theater  
Time: 7:30pm  
Cost: Varies |
| Event: Comedy Xperience  
Location: Des Moines Civic Center  
Time: 7:30pm  
Cost: $12  
Event: Festival of Cheese  
Location: Living History Farms  
Time: 3:00pm  
Cost: $20 advance  
$22 at door |
| Event: Drake Relay  
Location: Drake Stadium  
Time: 7:30pm  
Cost: Free  
Event: The Christians by Lucas Hnath  
Location: Kum&Go Theater  
Time: 7:30pm  
Cost: $35  
Event: Solo Jazz Piano  
Location: Casse Terrace  
Time: 7:30pm  
Cost: $27.50 |
| Event: Doubt a Parable  
Location: Ankeny Community Theatre  
Time: 7:30pm  
Cost: $18  
Event: Papa Roach  
Location: Seven Flags  
Time: 6:00pm  
Cost: $38.50 advance  
$43 at door  
Event: Iowa Barnstormers Football Game  
Location: Wells Fargo Arena  
Time: 7:05pm  
Cost: Varies |
We would like to recognize Karen French for VIP Spotlight. Karen has had to adapt to a new staff and a new schedule and tries to keep her head on a positive note. For a while Karen was having difficulty with another peer and since spiting her schedule to VIP a few days a week and going to the main building the other days, she has made a big improvement. Karen always completes her task and is helpful towards staff and peers displaying a positive attitude.

Free Lunch With optimum
CHIROPRACTIC P.C.
Come Grab A FREE Bite To Eat, On Us!

Link Associates
Wednesday, April 18th
from 11:00-1:00

Stop in for a FREE lunch while learning valuable information about how you can protect yourself and your family! This is not an opportunity that you will want to miss!

We will provide a complimentary wellness spinal screening along with your free lunch. Optimum Chiropractic is on a mission to educate the public about spinal health. Screenings are an invaluable way to promote health among your group by illustrating spinal health issues. Our office currently uses a state-of-the-art scanning device and health survey to complete a health assessment that only takes 30 seconds!

- 515-225-9200 • 7205 Vista Drive #104, West Des Moines, IA 50266 -
What is an IRA?
A versatile tool that can help simplify your financial future while you save - tax deferred

An IRA (Individual Retirement Account) offers an array of benefits. You can ...

- Consolidate various retirement accounts with past employers into one manageable account
- Reduce current income taxes while deferring income taxes until retirement
- Set up an IRA for your non-working spouse
- Contribute to an IRA if you have maxed out your employer's plan

Please note that IRAs are subject to income limits. You can ask your VALIC financial advisor before contributing.

Your VALIC financial advisor can help you determine the most appropriate IRA option for your situation.

Great things come to those who don't wait

Questions? - Here's who to call:

Daniel Allen
Financial Advisor
(515) 770-1725
(913) 402-5000 (District Office)
Daniel.Allen@valic.com
950 Office Park Rd, Ste 328, West Des Moines, IA 50265

Get FutureFIT®
Freedom. Individually Tailored.®
Save a Penny, Give a Penny!

Every cent counts!
Give to a cause that transforms individuals

Donations go toward LEISURE SERVICES programs.
This is on-going – there are jars sat the Reception desk and in Link General Store.

LINK ASSOCIATES REFERRAL BONUS

Refer family, friends, neighbors...anyone you think would be a great addition to the Link team! Make sure to have them add your name on the application referral spot.

When your referral is here after 6 months both employees get $150!! Refer 3 people and get an extra $450! For questions please see Angela or Robin in HR.

Encouragement
Pass it on!

For many people, the number of hours you spend with colleagues in the workplace far outweighs the number spent with loved ones. That is just one of many reasons why positive interactions at work are important for total well-being. Treating your colleagues with the same respect you would a friend or family member and with the same respect you expect in return can make work more enjoyable and productive. While it can be difficult to do, setting differences aside and going into each meeting or project with an open mind can lead to better collaborative efforts and will benefit colleagues and customers alike!
LEEP would like to give a shout out to one of our business partners, Rasmussen Bike Shop in Altoona, that was just named “Best Bike Shop” in Eastern Polk County! The article, with a photo that includes our current LEEP intern, recently appeared in the Altoona Herald outlining the well-deserved achievement (see below).

Interns at Rasmussen Bike Shop have the opportunity to learn a number of transferable work skills over the course of a ten-week internship, including:

- Independently completing bike assemblies
- Working with common and specialized hand tools
- Following directions and understanding a step-by-step process
- Customer service
- Answering phones

Rasmussen Bike Shop is renowned for its customer friendly atmosphere and outstanding service. They offer bicycles for racers, commuters, fitness and recreation. They also carry a wide selection of apparel and accessories. Rasmussen Bike Shop is located just across from the street from Hy-Vee at 307 8th St. SW, in Altoona. Phone (515) 967-4414.

**Hours of Operation:**
- Monday - Friday 10am-6pm
- Saturday 9am-4pm
- Closed Sunday

For more information on an internship with Rasmussen Bike Shop or any of our other many LEEP business partners, please contact Sydney Hinders.

**About LEEP**

The Link Employment Exploration Program is a training program for individuals interested in attaining community paid employment. This short-term, ten-week program offers individuals the opportunity to focus on learning all aspects of employment during an unpaid internship, with the aid of an Employment Training Specialist.

There are a variety of businesses for the individual to choose from for the internship. After shadowing a few businesses, the individual and his/her team will work together to find the right fit!

Following successful completion of the internship, the individual will have the option of moving into Link’s Job Development and Supported Employment programs.

We are able to serve individuals age 18 years and older!

**Contact**

Sydney Hinders, CTRS Employment Supervisor
(515) 262-8888 x285
shinders@linkassociates.org
Way to go, Ryan!

Since the beginning of 2018, Ryan has shown real initiative by participating in two separate LEEP internships! Ryan will soon be finishing his first internship at Rasmussen Bike Shop in Altoona, where he has learned how to assemble various types of bikes from “in the box” to “ready to ride”. Ryan, who is very mechanically inclined, said he enjoyed using the various types of tools and following a step-by-step process to complete the assemblies. He also thought it was pretty cool to see his initials on the completion tag that was attached to each bike he worked on!

Ryan is also half-way through his ten-week internship at Prairie Vista Village, a retirement community, also in Altoona. Ryan interns as a dietary aide in the Assisted Living and Independent Living units of the facility. Some of Ryan’s responsibilities include bussing, cleaning, sanitizing and resetting the dining tables after breakfast, stocking condiments and folding silverware. Ryan has especially enjoyed making new friends with PVV staff members, learning how to take/chart hot food temperatures and delivering meals to the residents’ tables during lunch.

Ryan said that his experience in LEEP has helped him to get along with people better and follow directions in a more positive manner. Ryan has enjoyed his role as a dietary aide so much, that he hopes to obtain a part-time position with Prairie Vista Village after the completion of his LEEP internship.

Outside of work, Ryan enjoys watching TV, playing video games, bowling and participating in group activities at Optima. Best of luck, Ryan!

Jim Owen, ETS, LEEP/Project SEARCH

For more information on an internship opportunity at Prairie Vista Village, Rasmussen Bike Shop, or any of our other business partners, please contact Sydney Hinders.
Let me introduce you to Tierney…

LEEP would like to shine the spotlight on Tierney as she nears the end of her ten-week internship in the Link General Store. Tierney has spent her time at the Link General Store helping customers check-out, stocking products, and gaining skills for future employment!

Tierney said her favorite part of working in the Link General Store is seeing and helping customers and her co-workers every day. Tierney has enjoyed learning to count and handle money and likes to sell tasty pizza and potato wedges. Yum! Tierney said the Link General Store has helped her learn how to operate a cash register, stock products, and interact with customers.

After her internship, Tierney will move on to Job Development and hopes to work at GameStop or Family Video someday. With her first paycheck, Tierney would like to buy a new Webkinz and save money for a gaming PC.

Outside of work, Tierney enjoys playing Undertale on her computer, singing video game songs from the YouTube channel Random Encounters, and writing original stories about Sonic the Hedgehog and the Pokémon Eevee.

We wish Tierney the best of luck in her future endeavors!

Teresa Bueter & David Blacksmith
EES GSS

For more information on an internship opportunity at the Link General Store or any of our other business partners, please contact Sydney Hinders.
During spring break Day program, one lucky area was able to attend and had a special guest Stefanie Wilson. Stefanie came and shared her Science Fair project on computer coding.

Stefanie showed examples using her Kano computer coding kit, that she put together herself. Showing examples how she could make certain lights turn on, go in a pattern and in different colors too.

Stefanie also showed examples of how computer coding is used in making games, and in different graphic art programs.

The area that attended was very impressed, and enjoyed learning about this new topic.

We would like to thank Stefanie again for taking time out of her break to enlighten us on such an interesting topic!!

-Megan W
The Link General Store, an employment skills program and convenience store open to the public, is located within Link Associates. Link Associates is a non-profit agency that provides services to individuals with intellectual disabilities. This competency-based employment program teaches valuable skills and provides an on-the-job experience needed for individuals served by Link Associates to obtain community-based employment.
Attention ALL MED MANGERS!
Last Names beginning with letters L-Z only need to attend!!

Your Mandatory Annual Med Manager Review is scheduled for April

You must make arrangements to attend one of the scheduled sessions

Sign up at:  http://www.signupgenius.com/go/30e0a4ca8ad2da3fb6-mandatory1

This review is interactive with demonstrations required!

You will have the opportunity to demonstrate your skills by visiting different stations covering topics that might include:

- Schedule II count sheets
- Psych Med tracking forms
- Med Errors
- Incident reports
- Starting and Stopping Medications
- Basic Med Administration

You must make arrangements to attend one of the following IF your last name begins with L-Z.

You must sign up for one time slot on the date you chose to attend!

Monday, April 23rd .............. ........  3:00-4:30pm OR  5:00-6:30pm
Wednesday, April 25th ..........  3:30-5:00pm OR  5:30-7:00pm
Thursday, April 26th ..........  1:00-2:30pm OR  3:00-4:30pm
Monday, April 30th ..............  9:00-10:30am OR  11:00-12:30pm

There will be no additional sessions scheduled after
This is Bear. He is a two-year-old Australian Shepherd. He’s cute, funny, stubborn, and smart as a whip (when he isn’t being stubborn). He is my service dog. Bear comes with me when I do my grocery shopping, meet my friends for dinner, when I have a doctor’s appointment, and even when I come to the office for work. A lot of people tell me how lucky I am that I get to bring my dog everywhere with me. The problem is, having a service dog isn’t fun. I have a service dog because I have a disability. Having a disability or a chronic illness isn’t fun; yes, we bring our dogs everywhere, but that doesn’t make us lucky.

Service animals are defined under the Americans with Disabilities Act (ADA) as an animal that is individually trained to do work or perform tasks for a person with a disability. The ADA is a federal law that gives people with disabilities accommodations when in public places. Technically, service dogs in training do not have access rights into public places under this federal law, but there is a state law in Iowa that allows a person training a service dog to be accompanied by that dog.

When you see a service dog, please ignore it. As handlers, we know how hard it is; our dogs are adorable! Please think of our dogs as medical equipment, because that’s technically what they are. Pretend my dog, and any other working dog you see, is a wheelchair, a walker, or a cane. Not only is it dangerous to distract a service dog while they are working, it is against the law. **Distracting a service dog is a misdemeanor.** When a service dog is on duty, it is trained to constantly pay attention to their handler. Dogs can smell changes in heart rates and blood sugars. They can sense and alert to oncoming migraines or seizures. If you distract a service dog, there is a chance they could miss an important alert and their handler could suffer or become injured because of it.

Facts about service dogs:

- Need to be on a leash, tethered or harnessed unless the device interferes with the service
- Are trained to perform tasks or do work for people with disabilities
- There is currently not a dog registry in the United States for service dogs
- Emotional Support Animals (ESAs), Therapy Dogs, & Service Dogs are not the same
- ESAs are prescribed by a doctor to provide their owner with comfort.
- They do have rights under the Fair Housing Act (FHA). They are not granted public access rights under the ADA.
Therapy dogs are invited to facilities (hospitals, day hab programs, nursing homes) to provide comfort to someone other than their owner. They are not granted public access rights under the ADA.

Service dogs are task trained and work with one person, their disabled handler. They are granted public access rights under the ADA.

Service dogs are not only for people with visual impairments

Any person with a disability that limits one or more life events is qualified for a service dog.

Types of service dogs:
- Autism Service Dogs
- Diabetic Alert Service Dogs
- Hearing Impaired Service Dogs
- Mobility Service Dogs
- Psychiatric Service Dogs
- Seizure Alert/Response Service Dogs

Things not to do:
- Claim your pet is a service animal
- Put a service vest on your pet

(Both of these situations can distract a real service dog from their trained tasks/duties and may cause harm to the handler.)

For additional information see the ADA Website at www.ADA.gov.

I hope this has been informative! If you have any other questions about Bear, his tasks, or service dogs in general, feel free to shoot me an email!

Taylor Knopik
Leisure Specialist
tknopik@linkassociates.org
515-262-8888 ext. 435
APRIL IS NATIONAL STRESS AWARENESS MONTH

Stress does not merely afflict your mind; it can also affect you on a cellular level. In fact, long-term stress can lead to a wide range of illnesses—from headaches to stomach disorders to depression—and can even increase the risk of serious conditions like stroke and heart disease. Understanding the mind/stress/health connection can help you better manage stress and improve your health and well-being.

Combat Your Stress

If you suffer from chronic stress and can’t influence or change the situation, then you’ll need to change your approach. Be willing to be flexible. Remember, you have the ability to choose your response to stressors, and you may have to try various options.

Here are a few helpful tips:

• Recognize when you don’t have control, and let it go.
• Don’t get anxious about situations that you cannot change.
• Take control of your own reactions and focus your mind on something that makes you feel calm and in control. This may take some practice, but it pays off in peace of mind.
• Develop a vision for healthy living, wellness, and personal growth, and set realistic goals to help you realize your vision.
• Exercise or find a physical activity you can enjoy.
• Follow this link for tips to help de-stress: https://www.everydayhealth.com/emotional-health стратегии для de-stressing.aspx

Cyndi B.
Be patient with your peers

You can feel your body getting tense, and you're getting quite cross. You start sweating, and suddenly you yell at a person. You can tell they are hurt, but you can't help it. Does this sound familiar? Many of us are impatient at times. Losing control of our patience hurts not only us, but those around us. Impatience raises our stress level and can even cause physical harm to our bodies. Being impatient can also damage relationships.

Key Points
If we want healthy work relationships and a successful career, then we need to spend time making patience a habit. Start by identifying your triggers. Often a specific person or situation can immediately cause you to become impatient. When you identify the specific causes, you’re better able to discover why it’s happening. You can then use strategies to overcome your impatience.

Why Practice Patience?
Others often see impatient people as arrogant, insensitive, and impulsive. They can be viewed as poor decision makers, because they make quick judgments or interrupt people. Some people will even avoid impatient people, because of their poor people skills and bad tempers. People with these personality traits are unlikely to be at the top of the list for promotions to leadership positions. Impatience can even affect relationships at home. The more patient you are with others, the likelier you are to be viewed positively by your peers and your managers, not to mention your family and friends.

Finding Your Causes
If you experience the symptoms of impatience, discover the true cause. Many of us have "triggers." These could be people, phrases, or specific situations (like rush-hour traffic) that regularly cause us to enter an impatient frame of mind.

Make a list of things that cause you to become impatient. If you're having trouble identifying your triggers, use these tips:
- Stop and think about the last time you were impatient. What caused it?
- Ask your family, friends, and co-workers about your impatience. Chances are that they know what gets you "wound up".
- Many people become impatient due to physical factors such as hunger, dehydration, or fatigue. Analyze your body the next time you start to feel impatient. A simple remedy might be a snack and a glass of water!
- Keep a journal with you to record when you start to feel impatient. Write down what the situation is, and why you're getting frustrated.

Identifying your triggers helps because it forces you to examine your actions and uncover why you're doing what you're doing. This knowledge also helps you devise strategies to avoid becoming impatient.
Hello all!

We are planning a recycled art craft activity for April. We are making planters from old water bottles, pop bottles, and milk jugs. If you have any of these items, we would love to take them off your hands!

Taylor Knock-Leisure Services
West Bank Donates $2,500 to buy Day Habilitation Activities

West Bancorporation Foundation (West Bank) donated $2,500 to purchase new activities for consumers in the Day Hab program. New activities will offer different, unique and fun opportunities to learn new skills and stimulate minds.

Thank you, West Bank, for the upgrade in activities to Day Habilitation!

Rotary A.M. Foundation gives to Helping Hands Program

Link Associates Leisure Services received a $1,198.50 grant from Rotary Club of Des Moines A.M. Foundation. This money will go towards the Helping Hands Leisure Volunteer program benefiting children with a disability.

Thank you so much for this wonderful donation!
Residential Administrative Specialist's

Who are the Residential Administrative Specialist's?

- The residential program currently has 5 Residential Admin. Specialists –
  - Letitia None (partnered with Simon Irungu), and
  - Kathleen Smith (partnered with Trish Robinson)
  - Noven Bennah
  - Rechea Thomas (no picture available yet)
  - Haley Whitlach (no picture available yet)

What do the Residential Administrative Specialists do?

- This position is only about 18 months old.
- This position is two-fold – a leadership development position and a support position for the respective supervisor.
  - Leadership development – our focus is to prepare persons for advancement and movement into a supervisor position. Residential Admin. Specialists are trained to be “experts” with regards to a designated caseload. They will participate in working closely with case coordinators, parents/guardians, DSP’s and participate in making decisions in the best interest of the person served and the DSP’s. They will engage collaboratively with DSP’s, and provide coaching as needed. They will be provided opportunities to expand on their strengths, and coaching to improve in identified areas of growth.
  - Support role – the Administrative Specialist is responsible for fulfilling assigned responsibilities such as scheduling, processing monthly paperwork, staffing paperwork, and reading/auditing service documentation. This position will also provide 20-25 hours of direct care within the assigned caseload.

BENEFITS of the position:

- Flexibility - the Admin Specialist coordinates their own schedule/hours, in conjunction with their supervisor’s awareness
- Promotion Opportunities - Over the past year, the department was able to promote two administrative specialists into supervisor roles – Trish Robinson and Quinn Goodson. Yay!!
- Leadership Development
- Influence
NEW EMPLOYEES
Welcome to the LINK FAMILY

Kenan Kirui
Residential Counselor

Montana Baker
Developmental Instructor

Nifasha Aline
Residential Counselor

Rechea Thomas
Residential Administrative Specialist

David Malake
Residential Counselor

Shawna Schulte
Residential Counselor

Geoffrey Ssali
Residential Counselor

Nyamjowk Chan
Developmental Instructor

Cyrus Gueh
Developmental Instructor

Geno Ballah
Residential Counselor-On Call
## Staff Anniversaries

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<tr>
<th>Name</th>
<th>Month</th>
<th>Day</th>
<th>Years</th>
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## Staff Birthdays

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What would you do with $86,400 each and every day of your life?

So, what’s your answer?
You get 84,600 seconds a day.
Imagine if you wake up every day with $86,400 in your bank account
And every day, at the end of the night – it’s gone, whether you wasted it or not.
And then the next day you get another $86,400.
You would do everything in your power to spend it, right?
Because you know the next day you’re going to get another $86,400.
You don’t want to leave anything there – you’d make the best of it, right?
You get 86,400 seconds each and every day.
Why waste time?
It doesn’t carry over to the next day. It doesn’t earn any interest.
Take every day and every moment and make something of it.
Make something positive.
LIVE INSPIRED.
Getting Ready for Spring eating Healthy

Did you know?

Sauté - sautéing cook food quickly to hold texture and flavor, while delicately browning. Sauté refers to motion of food tossed in the pan. The secret behind successful sauté is to use med- high heat and a small amount of oil, preheat first then add the ingredients you plan to sauté.

Oils you can use butter, oil, olive or canola for sautéing. To save more time sauté you can use stir fry kits are prepared fresh vegetables. Choice of meats: (skinless and boneless). Chicken, Beef, Turkey.

Olives oil- sauté only, did you know olive oil will burn on high heat. Here's some other oil you can use: Canola oil, Peanut oil, vegetable oil.

(Good to Know)

Choosing a sauté pan- a stainless or steel sauté pan has thick round base for maximum heat contact, and able to hold large amount of vegetables and meat. The high sides is to prevent spattering or spilling as food is turned.

Sautéing is a basic cooking technique essential to many recipes. Soups and stews, for example, almost always begin with sautéed aromatics; sautéing browns the vegetables, which enhances the flavor of the soup. But it's also used to fully cook whole dishes-and do so quickly. Sautéed chicken breasts with a simple pan sauce, for example, may be ready in as little as 20 minutes, which is helpful on busy weeknights.

Because it cooks food fast, sautéing keeps the flavors vivid. This is especially welcome with seasonal ingredients such as tender asparagus. Just as hearty winter root vegetables benefit from long, slow braising, the delicate produce of spring favors a light touch. With a few tips, this technique is easy to master.
PROMOTION/TRANSFER REQUESTS
how to do it right…

If an employee is interested in applying for a transfer to a different position you must:

• submit an “In-House Transfer” form (Form PERS-3a found on the public drive in agency forms) to HR to indicate his/her interest in a job posting, before the closing date.

• **HR will notify the applicant’s immediate supervisor.**
  • In the event a person is applying for more than one position at the same time, the subsequent requests need to identify the prior requests.

• Job descriptions are available for review by contacting Human Resources.

When requesting a transfer, employees need to understand that they may be transferred to another department, job description, or benefit status with the understanding that his/her wage may change depending on the position requested.

All transfers must meet the standards for hire for that program site. Link strives to make advancement opportunities possible for our employees, however the person conducting the interview will strive to select the most qualified applicant.
MONTHLY FOOD BOX
Your family may receive a 3-day supply of free and fresh food once every month from a DMARC partner food pantry distribution site. You may also request personal care items, cleaning and cleaning products.

WHAT'S IN A FOOD BOX?
Our food pantry network is health-based. We provide an assortment of 100% pure, canned, boxed, frozen, raw, packaged, canned, fresh, non-latex, peanut butter, breads, bread, milk, and fresh fruits and vegetables.

DAILY ITEMS
In addition to a monthly food box, you can receive some daily food items such as bread products, canned produce, dried beans, rice, and more from the Heartland Food Network for food packages.

IDENTIFICATION
Upon arrival at a pantry site, we ask that you provide a photo ID for the head of household and other identification for every member of the family. The amount of food you are eligible to receive is according to household size. A food box will be prepared for you, or you may select your own food items at one of our ten-choice pantries.

Some food pantry locations may request a current piece of mail that includes your name and address of primary residence.

PANTRY LOCATIONS
Every pantry site in the DMARC Food Pantry Network serves all of Greater Des Moines. To identify the pantry closest to you, refer to the backside of this flyer, visit www.dmardc.org, or call the DMARC main office for assistance, 515-227-5669.

KEY
CHOICE PANTRY
HANDICAP ACCESSIBLE
WORKFORCE DEVELOPMENT
CLOTHING CLOSET
SNAP INTAKE

1 IMPACT COMMUNITY ACTION PARTNERSHIP
2 CLIVE COMMUNITY SERVICES
3 BIDWELL RIVERSIDE CENTER
4 CENTRAL IOWA SHELTER & SERVICES
5 DRake AREA FOOD PANTRY
6 SALVATION ARMY CITADEL EAST
7 SALVATION ARMY TimpLe WEST
8 CABOUC CHARITIES OUTREACH CENTER
9 POIK COUNTY RIVER PLACE FOOD PANTRY
10 POIK COUNTY NORTH SIDE FOOD PANTRY
11 PARTNERSHIP PLACE
12 URBANDAL FOOD PANTRY
13 WEST DES MOINES HUMAN SERVICES
Two easy ways to support Link Associates!

Link is partnered with Goodshop AND AmazonSmile, both of which will donate a percentage of your online shopping to Link Associates! Check out both below and consider designating Link Associates as your charity!

Goodshop gives you the best coupons for thousands of stores like Target, Apple, Amazon, Petco and more AND a percentage of what you spend on virtually every purchase is donated to Link!

Use Goodsearch for your web searches and raise money for Link Associates! Get started at: www.goodsearch.com/