

ARCH SUPPORT

Issue 117

March, 2015

From The Desk Of The Chancellor...

Stewardship of Ourselves

Our lives, frankly our bodies, are our first gift from God. Thus, care for ourselves and our health is an act of stewardship. We show God our appreciation for the gift of life when we make good choices about how we live. It is easy to take our health for granted until we are faced with an illness or injury that limits what we can do or even threatens our lives.

Whenever you travel on an airplane you hear the announcement that the plane is equipped with oxygen and that masks will drop down if the cabin loses pressure. The next line of the announcement is really important: "If you see the masks drop, first put one on yourself before helping those in need of assistance." While it may appear to be selfish to treat yourself first, safety experts know that everyone will be in danger and chaos will occur if those who are able to help others become incapacitated.

So ask yourself two questions: Do your decisions about your health reflect your appreciation for your gift of life? Do you care enough for yourself to allow you to be of service to others?

For the past few months you have been hearing and reading about our new initiative with Humana, entitled Humana Vitality. The primary goal of this innovative program is simply to help all of us get healthy. Enclosed in this newsletter is a flyer describing the benefits and rewards of the program. Of course, rewards can be fun, and they do motivate people, but our real hope is to build a healthier community, which will bring far more benefits to all of us and our families. As leaders and administrators, we hope you will encourage your colleagues to enroll in Vitality and consider all the ways you can promote healthy living.

Earning points is really easy but changing old habits is often difficult. Healthcare providers teach many ways to live healthy lives. Their suggestions seem to fall into the following six categories:



Diet: Pay attention to what you eat. For many, this means increasing fruits and vegetables and decreasing sugar and fatty foods. There are dozens of diets, but for most a balanced diet and portion control will help a lot.

Exercise: Exercise often, perhaps a little each day. Of course going to a gym, swimming, or preparing for a 5k are great ideas, but for others this might mean simply parking further from the building or using stairs instead of an elevator.

Sleep: Too little sleep leaves you not only fatigued but also can cause contribute to many health problems, including high blood pressure, diabetes, and depression. Most adults need 7 – 8 hours of sleep each night in order to stay healthy.

Relax: Taking time out is not only a good idea; it is necessary. For some people this means spending time on a hobby, while for others it might mean just a short break listening to music or watching a movie. Like diet and exercise, your life needs balance. Finding some time to relax is essential for your health.

See your doctor: Research shows that annual physicals and periodic health screenings save lives. Few of us look forward to seeing a dentist or scheduling an appointment with a doctor but ignoring a symptom or delaying care can lead to complications and occasionally serious problems.

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Prayer and spiritual growth: Many studies have shown the benefit of spirituality on health outcomes, especially in the areas of mortality, coping with illness, and recovery. Of course, as Catholics and ministers of the Church we are committed to the spiritual growth and development of others; we also need to attend to the deepening of our own spirituality, knowing that as we do so, we are also contributing to enhanced physical and emotional health.

Being a good steward of our health may seem obvious, but it is too often neglected by many in the helping professions. As a first step, consider signing up for Humana Vitality. You will receive great resources, suggestions, and tools to become a good steward of yourself and in the process, return thanks to God for all that you have been given.

Humana Vitality



**Help Us
Help You
GET HEALTHY**



Humana Vitality

The YMCA OF Greater Louisville is now partnered with **HumanaVitality!** You can now link your membership with them to earn Vitality Points for working out! That's right! Finally Thank you to all of you for your patience while this partnership was negotiated. Your continuous recommendations and communications with the YMCA helped pave the way for this to happen. Keep in mind that the workouts are sent on a monthly basis and will post to your account on or around the middle of the month. You will need to use your YMCA account number (not the key tag) to connect with HumanaVitality. The partnership was live on Friday, February 20th. Below are the locations now partnered:

- 1300 Heafer Road, Louisville, KY 40223
- 409 Vine Street, Shepherdsville, KY 40165
- 930 West Chestnut Street, Louisville, KY 40203
- 6801 Dixie Highway Suite 113- L, Louisville, KY 40202
- 5555 South Second Street, Louisville, KY 40202
- 12330 Shelbyville Road, Louisville, KY 40243
- 9400 Millbrook Road, Louisville, KY 40243
- 11000 Brownsboro Road, Prospect, KY 40059
- 20 Quality Place, Buckner, KY 40010
- 5930 Six Mile Lane, Louisville, KY 40218
- 2800 Fordhaven Road, Louisville KY 40214

Check HumanaVitality Website for more Fitness Centers

401K Eligible Entry Period— April 1

A reminder to make sure employees that have met eligibility requirements and will be eligible to participate in the Plan effective 04/01/2015 are verified to ensure they are included in your April 15th retirement file transmission. Also current and newly eligible employees may elect to begin making employee contributions to the Plan at this time. Please make sure your employees are aware of this information and offer them the benefit of taking advantage of this opportunity to plan for their future. If you have any questions, please contact Phyliss Wilkins at the Chancery Personnel and Planning Office.



Finance Office News



Budgeting

Please remember when budgeting for 2015-16 that the Diocesan assessment for the parish is 4% for Cathedraticum, .84% for Clergy Pension, 1.16% for The Record and 1% Tuition Assistance. The total assessment is 7% of the 6/30/14 total revenue.

Capital Expenditures

Remember to move any capital expenditures, furniture and equipment purchases over \$1,000 to the balance sheet fixed asset accounts prior to the year end 6/30/14.

Depreciation

Fixed assets should be depreciated according to the schedule in the Finance Policies and Procedures Manual under Property/Depreciation – Parish or School. If you have not started depreciating please contact Barbara Glanz, Parish Liaison for assistance.

Year-End Financials

Please remember that the year-end financial reports are due to the Chancery Finance Office by August 17, 2015. These reports are compiled and used by many areas in the Archdiocese. Your timeliness is appreciated.

ABC Workshop – Picnic Season is Just Around The Corner

**April is
Alcohol
Awareness
Month**

Mark your calendar now! Personnel from the state ABC Office will conduct the annual ABC training session on Thursday, April 23rd, 7:00 pm at Holy Family Parish, 3926 Poplar Level Road. Please encourage chairpersons and volunteers to attend this training session if they will be responsible for serving alcoholic beverages during parish events. It's geared to train new volunteers and also a great refresher course for those that have attended in prior years. Call Jonna O'Bryan at the Chancery Office or e-mail her at jobryan@archlou.org if you have any questions or need additional information.

What does a Christian Community Look Like?



"Without mercy our theology, our law, our pastoral care runs the risk of collapse into bureaucratic pettiness or ideology, which of itself wants to tame the mystery. Understanding theology is to understand God, who is love."

Pope Francis on the 100th anniversary of the founding of the Catholic University of Argentina 3/9/2015



SLIPS, TRIPS & FALLS

Don't slip up on safety

While it is still early in 2015, it is a good idea to review the top category of Workers Compensation exposure from the past year - Slips, Trips and Falls. Our claims history for this injury category in 2013 versus 2014 is as follows:

	<u>2013</u>	<u>2014</u>	<u>Change</u>
Fall From Ladder/Different Level	\$14,324	\$14,654	\$330
Fall From Same Level	\$26,168	\$103,516	\$77,348
Fall On Stairs	\$597	\$27,913	\$27,316
Fall On Ice and Snow	\$0	\$10,340	\$10,340
Totals	\$41,089	\$156,423	\$115,334

As the old saying goes "an ounce of prevention; is worth a pound of cure", or in this case several pounds, or dollars worth of savings.

Falls From Ladder or Different Level – Falls from ladders and heights remains a problem. Make sure your ladders and step stools are in good working order, use them properly and in plain site. Every facility should have at least one step stool. Schools should have at least one on each floor. NEVER, under any circumstances, use anything other than a step stool or ladder to reach high places.

Falls From Same Level – Pay attention to placement of low objects like boxes, rolled up throw rugs, desks and chairs and book bags. Remove these objects from work areas and walkways immediately and store them properly. Periodically walk around and access all areas for potential hazards. Place "WET

FLOOR" signs in a conspicuous place when mopping floors and at entry

doors in inclement weather. If it is a high traffic area consider keeping the personnel responsible for the cleaning project on site to warn people about the wet floor until it is substantially or completely dry. For particularly difficult hard surface areas consider looking into slip resistant cleaners and floor care products.

Falls On Stairs – Falls on stairs have historically been a problem for us. Make sure railings are in place and properly fastened. Look for frayed carpeting, loose steps and other defects. Any problems should be addressed immediately.

Falls On Ice and Snow – 2014 was a bad year for Falls on Ice and Snow. I don't want to jinx us, since it appears winter just won't go away this year, but 2015 has been a good year for this category. Remember to have a plan for snow and ice events. Designate specific entrances as snow and ice entrances during these types of events. Be sure to clear these designated entrances of ALL snow and ice as soon as possible and recheck them just before planned arrival times.

These types of injuries, while not totally preventable, can be significantly reduced with just a little attention to the details described above. Your designated Safety Coordinator has been given information in much greater detail pertaining to these four injury categories. If you have any questions or need additional help evaluating specific situations in your facilities, please feel free to contact Bill Zoeller, Archdiocese of Louisville Director of Facilities. He can be reached at 502-636-0296 x1227.

TAKE NOTE... From Brad Harruff Catholic Mutual Claims/Risk Manager

Spring has sprung, so to speak, and congratulations to our staff and volunteers in helping keep winter fall downs to a minimum. Here are some items to consider as we go into spring:

Inspection of physical plant; now is the time to get outside and check your buildings for winter damage and to notice what has changed, for instance:

- Check parking lots and sidewalks for damage and mark or highlight them until repairs can be made
- Mark damaged trees for pruning or removal
- Inspect gutters, down spouts and roofs for damage
- Check masonry foundations and walls for cracks that will allow water to enter
- Check playground equipment, including the cushion material
- Be sure to keep all valuable records etc....stored off the floor in the basements or grade level rooms
- Test sump pump motors and consider adding battery backups

This time of year is the ideal time to make repairs before picnic season arrives.

Other areas to note:

- Provide picnic and festival chairperson with the archdiocesan policy on alcohol.
- Persons who process the requests for special event insurance for third parties should familiarize themselves with the guidelines and rules printed on the form.
- Request certificates of insurance early and be sure to include a copy of the requesting party's contract or agreement.

Additional material is available at the Catholic Mutual website or feel free to call my office at 502-634-3310.

FOOD SERVICES NEWS

MARK YOUR CALENDAR

March 20	Spring Begins
April	National Autism Awareness Month
	National Child Abuse Prevention Month
April 1	April Fool's Day
April 3	Good Friday
April 5	Easter Sunday
May	National Allergy and Asthma Awareness Month
May 2	Kentucky Derby

UPDATE ON STATE ADMINISTRATIVE REVIEW

Our Administrative Review will begin in March. The schools chosen for review are St. Gregory, St. Nicholas, St. Gabriel and St. Joseph. This will be a lengthy process, we will update you as things progress.

TRAINING- Space is limited.

JCPS is hosting a class that will be taught by the National Food Service Management Institute (NFSMI). The topic is: Financial Management. It is **FREE !!!!!** This course has been \$100 to \$150 in the past. You will receive a CEU certificate.

DATE: Friday, May 15, 2015
 TIME: 8:00 am – 5:00 pm
 LOCATION: JCPS, CB Young Building, Conference Rooms A/B
 3001 Crittenden Dr.
 Louisville, KY 40209

LUNCH: On your own
 CONTACT: Shawnalee Smith at
 or 502-485-3189.
Shawnalee.smith@jefferson.kyschools.us

There's another free training opportunity available in June 2015 given by NFSMI. Check the following websites for updated free classes and webinar opportunities for CEU's www.schoolnutrition.org or www.nfsmi.org.

KEEP IN MIND

In the event of school closings, please contact GFS as soon as you find out you'll be closed to cancel your delivery. The number is 1-800-905-3971

Please check your email every morning for commodity and DOD delivery dates as well as updated student meal status information. It's crucial that your free and reduced list is current.

When commodity deliveries are scheduled, Southern Foods delivery window (per contract) is from 6:30 A.M. until 3:30 P.M. You must be available to receive these deliveries or make arrangements to have someone available to receive them for you.



CULTURAL DIVERSITY

In an effort to accommodate our non English speaking students, please work with your language teacher or a parent fluent in both languages to assist in converting our menu to other languages and make them available on your websites. We will do the same at the Central Office in order to have it on the Archdiocese website.

NATIONAL SCHOOL LUNCH PROGRAM ADP HONOR ROLL

St. Augustine	82%
St. Catherine	81%
St. Dominic	78%
St. Nicholas	73%
Notre Dame	72%
St. Joseph	70%
St. Paul	71%

CONGRATULATIONS!!

HOUSEKEEPING

D 2's and all back up documentation are due on the 5th of the month, every month, including during Spring Break.

If you have excess inventory, please send us an email detailing what you have and how much. Thank you for your cooperation.



2015 Arch Support Meetings

APRIL ARCH SUPPORT MEETINGS

Tuesday, April 14, 2015
10:00 am
Chancery Meeting Room #3

AND





Wednesday, April 15, 2015
10:00 am
Saint Joseph Parish Office – Bardstown



ARCH SUPPORT ON THE WEB!

To read this newsletter online or print additional copies:

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