

Interlink



ERH

When you love
what you do, it shows

Affordable Living by ERH

Green Hills Grand Opening

Episcopal Retirement Homes (ERH), which owns, manages and develops retirement communities across Ohio, Kentucky, and Indiana, recently celebrated the opening of Green Hills Affordable Living Community.

ERH is the developer and property manager for the community located in West Liberty, Ohio, one hour east of Dayton.

"Green Hills is an incredible community," said Kathy Ison-Lind, VP of Affordable Housing and In-Home Services. "It is a campus that has a continuing care retirement community with market rate accommodations on one side of the drive and lower income independent living on the other side, and activities and services for all are fully integrated."

"The 76 apartments were constructed in 1975, said Mike Ray, Green Hills CEO. "Although we had maintained them, there were features that needed major renovation."

In 2014, Green Hills began a partnership with ERH and The Model Group to make the reconstruction of the apartments possible. "Thanks to The Model



Clockwise from top left: The ribbon cutting was held in front of the fully renovated Recreation Center; porches were constructed as an added feature; residents love their new homes; Jay Kittenbrink and Kathy Ison-Lind; Kathy J. Finley; Sandra Morrow, Bryan Reynolds and Ken Paley.

Group, our Development and Construction partner and Kathy Noe, ERH's construction manager who led the \$9.5 million project effort," said Ison-Lind, "residents no longer have to carry their laundry to the community room in the dead of winter. They have washers and dryers in each apartment and large

porches so that neighbors may sit out in nice weather to visit with each other."

"ERH feels so privileged to be involved here at Green Hills. Denise Howell, Tammy Herlihy, Rhonda Erwin and Jackie Meder-Ruzsa, our operations team, have put the needs of the residents first," said Ison-Lind.

Openings & Celebrations

Dec. 15, 2015 – Thomaston Woods Celebration, Amelia OH – 100 Apartments

Dec. 2015 – Walnut Court opening, Cincinnati – 30 Apartments

April 2016 – Trent Village opening, Lexington, KY – 54 Apartments

August 2016 – Central Parkway Place opening, Cincinnati – 65 Apartments



Please Welcome Lisa Fields to ERH

Please join us in welcoming Lisa Fields to ERH! Lisa serves as Human Resources Coordinator on the HR team with her primary office at Marjorie P. Lee.

Milestone Anniversaries

Congratulations to the following individuals who have celebrated a "milestone" anniversary with ERH

November

Deupree House

Donna Craig
Craftsman Cottage..... 5

Keishna Griffey
Colonial Cottage..... 5

Harry Murphy
Dining Services 1

ERH Corporate

Jeremy Caiarelli
Accounting..... 1

December

Deupree House

Stephanie Blackford
Dining Services 1

Marjorie P. Lee

Gary Tepe
Maintenance 30

Justine Gorder
Administration 5

Susan Danforth
Lee Gardens..... 1

Justin Harker
Security 1

Monica Kruse
Dining Services 1

Ty Sims
Security 1

Brittany Weberding
Lee Gardens..... 1

Parkview Place

Rachel Arney
Administration 1

New Faces

Welcome to the following individuals who have recently joined the ERH team

Deupree House

Jon Osterhues
Dining Services
(11/09/2015)

Emily Osterling
Dining Services
(10/23/2015)

Mariah Patterson
Dining Services
(10/26/2015)

Zaria Patton
Dining Services
(10/23/2015)

Anna Thomas
Dining Services
(10/01/2015)

ERH Corporate

Cissy Cornine
Accounting
(11/04/2015)

Hazel Dozier
Accounting
(10/29/2015)

PAYROLL IS GOING ... \$GREEN\$!



Effective with the first payroll in January 2016, we will no longer print direct deposit advices.

The information will be available on the Human Resources Self-Service Portal.

Please contact any member in Human Resources if you have any questions.

To access the self-serve portal, go to ERH's website, scroll to the bottom of the

page and click on "Employee Login".

On the next page, click on "ERH Human Resources Self-Service Portal".

You will then see a screen asking for your user name and password.

Your user name is your employee ID – this is a 9 digit number that is currently printed on your direct deposit advices.

If you have never signed on to the portal in the past, your default password is your date of birth in mmddyyyy format (no dashes or slashes).

If you have signed on previously, for example during orientation, but have forgotten your password, please contact Human Resources.

Lisa Fields
Human Resources
(11/23/2015)

Valerie Plis
Organizational
Development
(10/19/2015)

Marjorie P. Lee

Jay Baxter
Amstein House
(10/21/2015)

Marilyn Busse
Life Enrichment
(10/16/2015)

Elli McHaffie
Dining Services
(10/09/2015)

Ryan Moore
Grounds
(10/27/2015)

Cathy Reynolds
Dining Services
(10/23/2015)

Natallie Segrist Bellamah
Dining Services
(11/25/2015)

St. Paul Village

Charlie Randall
Maintenance
(10/29/2015)

Holiday Gatherings



Deupree House Goes Caroling at the Cottages

In December, Deupree House staff and residents visited the Cottages for a Carolfest including a kazoo band.



Marjorie P. Lee Residents Thank the Staff with a Party

In December, the party season kicked off at Marjorie P. Lee with a holiday party given in honor of staff by the residents. Look for many more party photos coming in the next issue of Interlink, as this is the first of many parties of the season. — *Happy Holidays to all!*



Clockwise from top: Bob LaShelle, resident and Chairman of the Christmas Fund for Employees with Saya McClair, Maria Maxwell and Jada Lowe; Jim Fisk III with resident Peggy Fisk; Patricia Powell, Adela Badescu, Qiana Hope, and Kathleen Green were looking festive with their holiday hats; Deondra Dangerfield, and Mike Moore with residents Chris Neely and Awilda Braun; Emerson Stambaugh with resident, Laverne Hughes.



We're Part of Something Special!

Good Samaritan Mission Campaign

We are so thankful for the wonderful response from our staff, we have had a very successful GSM campaign! 57 employees made the choice to give this year for the first time and 119 total employees participated. As of 12/7/15 we have raised more than \$35,000! **It's not too late! Please make your gift by Dec. 31st.**

We're thankful for the good work done by GSM Ambassadors representing four areas: Ginny Uehlin and Sierra Sherman, Marjorie P. Lee; Ginny Uehlin and Lisa Zimmers, Deupree; Jay Kittenbrink and Kathy Finley, ERH Support Office; Tammy Herlihy and Sandra Morrow, Affordable Living Communities

The Giving Tree Grew!

The following ERH staff members have made their 2016 gift.

AFFORDABLE LIVING BY ERH

Diana Andrews	Sheila Isbel
Rachel Arney	Kimberly Kulfan
Ken Barker	Robert Kramer
Joanna Baugh	Chris Lemmon
Paula Beck	Barbara Mingione
Hazel Blomer	Sandra Morrow
Denise Howell	Victoria Pagan
Teresa Britton	Brenda Parrett
Lauren Brown	Bridget Proctor
Bette Buttermore	Charlie Randall
Dee Colyer	Patrice Stargell
Tina Funk	Jan Velkoff
Tammy Herlihy	Anthony Williams

DEUPREE

Anonymous
Ronda Avant
Patricia Berg
Byron Brandy
Paula Breitholle
Michelle Cole
Janet Hill
Anna Honerlaw
Megan Kron
Amy Mauch
Ebony McBurrows
Rose Naberhaus
Tarrah Pickard
Don Smith
Emerson
Stambaugh
Sue Susskind
Gini Tarr
Diane Teepen
Julia Thomas
Elizabeth
Washington
Lisa Zimmers

ERH SUPPORT OFFICE

Kathy Alsept
Betsy Babb
Ann Beigle
Joy Blang
Jeremy Caiarelli
Doug Chambers
Diana Collins
Cissy Cornine
Steven Cromwell
Kristin Davenport

Diane Decker
Hazel Dozier
Kathy Finley
Kelly Fitzgerald
Arlan Graham
Maureen Gregory
Chris Guin
Elizabeth Ison
Kathy Ison-Lind
Rhonda Johnson
Jay Kittenbrink
Darlene Kubik
Laura Lamb
Pat Lane
Joy Leonard
Rose Lindeman
Kathy Noe
Jeanne Palcic
Brandon Parker
Ken Paley
Janet Pettit
Mary Ellyn Pusz
Jen Rapien
Bryan Reynolds
Marian

Riestenberg
Paul Scheper
Ellen Schneider
Diane
Schneiderman
Rebecca Schroer
Glenn Scott
Peggy Slade-Sowers
Doug Spitler
Pamela Ward
Rick Wilson
Spring Young

MARJORIE P. LEE

Anonymous
Beth Andruss
Adela Badescu
Carolyn Bledsoe
Bob Cardwell
Karen Christopher
Wayne Couch
Laura Dailey
Judi Dean
Molly de Jesus
Jerry Eubanks
Jim Fisk Jr.
Jim Fisk III
Stephanie King
Stacy Lummus
Anna Lyle
Brenda McEntyre
Sherry McGonegle
Annie Novak
Valerie Plis
The Rev. Angelo
Puopolo

William Sangrey
Sierra Sherman
Emily Smith
Betsy Sorensen
Carol Tilford
Winter Turner
Frank Uehlin
Ginny Uehlin
Elizabeth Vilski
Joan Wetzel
Brandi White
Brittany Wooton
(Names as of 12/7/15)

For more information about the campaign or GSM, contact Diane Decker, ext. 4283.



Shopping Offers Rewards For ERH!

Do you spend time shopping at Kroger or Amazon.com? Did you know that you can support a cause that you are passionate about just by shopping?

Did you know that supporting ERH through shopping at Kroger won't cost you any money or fuel points?

And, did you know that using the

Smile.Amazon.com site and not just Amazon.com will not impact pricing, etc.? It only designates that a portion of your purchase price will go to charity. This is absolutely free and your shopping can make a difference in someone's life.

Sign-up to support ERH with Kroger Community Rewards, organization number 83341 online at

www.Kroger.com/communityrewards or in the store at the customer service kiosk.

Sign in or register at Smile. Amazon.com and choose Episcopal Retirement Homes as your charitable organization. If you have questions, call Rick Wilson in development at ext. 4271. Thanks for supporting the Good Samaritan Mission!

HOLD THE DATES: Training Opportunities for 2016

LMS Training for New Users

Are you familiar with our online learning system? Learn how to use ERH's Learning Management System (LMS) to complete continuing education units (CEUs) for your professional license; boost your computer skills by taking a Microsoft Excel or Outlook online class; or explore the Life Skills Series. THU, January 14, 9-10 a.m.

Performance Management for Leaders

TUE, February 2, OR THU, February 18, 9 a.m. – 12 Noon
Research shows that organizations with an ongoing focus on performance management have better business results. Writing effective performance reviews and development plans is an important job of a great leader, and is critical to the development of your team.

In February, Valerie Plis will be facilitating a 3-hour learning event where you will learn how to: plan and write an effective performance review; create meaningful development plans; utilize the LMS to customize and individualize the employee's development

Call Valerie Plis in HR at Ext. 5364 or at vplis@erhinc.com to register for any of these upcoming learning events!

Leadership Meeting

Focusing on 2015 Successes and 2016 Goals



Clockwise from top right: Char Smith (Blanchester), Hazel Blomer (Blanchester), Gini Tarr (Deupree House), and Jan Velkoff (Canterbury); Jeanne Palcic (PHM) and Peggy Slade-Sowders (LWSS); the Rev. Angelo Puopolo (MPL) and Joy Blang (fund development); Doug Chambers (AL Development), Paul Scheper (ERH) and Megan Kron; Sue Susskind (Meals On Wheels) and Kathy Noe (AL Development); (Deupree) Diana Andrews (Wilmington), Victoria Pagan (St. Paul Village) and Patrice Stargell (AL Cincinnati).





WELLBEING

ERH STAFF WELLNESS PROGRAM

Your Wellbeing Scorecard

We are wrapping up the first year of ERH's scorecard program.

If you are planning on completing the scorecard program to take advantage of the \$300 health insurance premium credit, all applicable sections must be completed by December 31, 2015, with all documentation being submitted to TriHealth by no later than January 30, 2016.

If you do not participate in our health insurance but choose to participate in the ERH wellbeing scorecard, you can earn a \$100 gift card.

Scheduling regular check ups for preventive care is one of the most important things you can do for your health.

Preventive Screenings	Definition
Physical Examination	Annually or on Doctor's recommendation
Mammogram	Women age 40 and older, Annually or Doctor Recommendation
Pap Smear	Women age 18 and older, Annually or Doctor Recommendation
Prostate Specific Antigen (PSA)	Men age 50 and older, Annually or Doctor Recommendation
Dental Cleaning	Only one dental visit annually required, but note that two dental visits every year are recommended for good health
Colonoscopy	Age 50 and older, Every 10 years or Doctor Recommendation
Flu Shot	Annually (proof not required if receive onsite)
Biometrics	All 7 biometric values must be completed and submitted annually regardless of their values. The 7 biometrics values include: Blood Pressure, Glucose, Total cholesterol, LDL, HDL, Triglycerides, and Body Mass Index (proof not required if receive onsite)
Health Risk Assessment	Online questionnaire to assess your current health status

The choices you make about diet, exercise, and other habits can affect your overall health as well as your risk for developing cancer and other serious

diseases. It's also important to follow recommendations for cancer screening tests.

Take the time to check out your scorecard at <https://app.artermetrx.com/ip/grp/erh/Login.aspx>

[artermetrx.com/ip/grp/erh/Login.aspx](https://app.artermetrx.com/ip/grp/erh/Login.aspx)

For questions on ERH's scorecard, please contact any member of Human Resources.

Benefits Update

Tobacco-free environment helps create healthier workplace

As a leader in healthcare, ERH will be a tobacco free community effective January 1, 2016, and the use of tobacco will not be permitted on our campuses. Team members are not permitted to smoke anywhere on the campus, including inside their cars if parked on ERH property. This includes all forms of tobacco, including spit, chewing and smokeless

tobacco, cigars, pipes, cigarettes, electronic cigarettes and vaporizers, and any other forms of tobacco. The butt huts will be removed from all locations except where they are for resident use.

We also want to remind you that ERH strives to be a good neighbor in the neighborhoods where our campuses are located. In this spirit, we request that team

members do not use tobacco products in the surrounding neighborhood. We do not wish our neighbors to be subjected to tobacco-related litter such as discarded cigarette butts or to loitering in front of the neighborhood homes or local businesses.

All team members who

are covered by ERH's health insurance are required to complete a Tobacco

Free Affidavit. Team members who are covered under ERH's health insurance and who did not participate

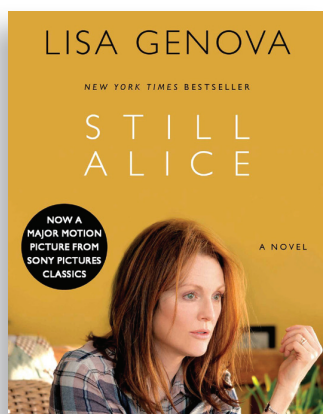
in the Quit and Stay Quit tobacco cessation program will be charged a \$50 per pay period surcharge.



Parish Health Ministry

Refresh Your Soul 2016

Alzheimer's & Dementia: Caring & Communication that Works



Friday, March 4th, 2016
9 a.m. – 4:15 p.m.

Featuring: Lisa Genova PhD, bestselling author of
Still Alice

ERH
Episcopal Retirement Homes



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Life Fund



Keynote speaker, Dr. Lisa Genova,
will share her passion, motivation, and insights gained in
writing the bestseller, *Still Alice*, about a college professor
diagnosed with early-onset Alzheimer's disease. She will
inspire attendees to connect with those with dementia
when communication and real connection are difficult.



Featured speaker, Teepa Snow,
MS, OTR/L, FAOTA is one of America's leading educators
on dementia. She will challenge attendees to consider the
whole person when caring for people with Alzheimer's and
related dementia and offer effective techniques to enhance
communication through the early, middle and later stages.



Parish Health Ministry
A Service of Episcopal Retirement Homes

Registration begins November 14.

Continuing education hours available.

Visit www.parishhealthministry.com/RYS for information.

Questions? Contact Rebecca at 513.979.2246.

Conference Location: Tri County Assembly Church, 7350 Dixie Hwy., Fairfield, Ohio 45014

**Luncheon
with Teepa Snow**

Online registration only –
www.parishhealthministry.com/RYS

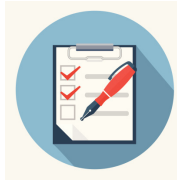
Your Year end to do list!

Year-end is rapidly approaching! Please note the following:

1. If you have not already verified your name, address and social security number, please do so now by signing onto the Human Resources Portal; be sure to notify Human Resources of any changes.

2. If your tax filing status, exemption allowances or exempt status has changed since you last completed Form W-4 (Employee's Withholding Allowance Certificate), you should complete a new Form W-4 and submit it to Human Resources.

3. If you claimed exempt from taxes in 2015, you must



complete a new Form W-4 claiming exempt in 2016. If no new form is completed, your tax filing status will be changed to

Single, 0 exemptions.

4. The State of Ohio requires that we canvass our team members to verify their school district of residence. We are required to withhold the school district income tax for any team member who resides in a school district with a tax in effect. If you have moved during the past year, please notify us of your new school district.

If you have any questions concerning the above, please contact Ann Beighle at ext. 4287.

Ultipro & TurboTax

It will shortly be tax time again. As an employee of ERH, you are now able to prepare, print, and e-file your 2015 U.S. federal and state taxes with TurboTax® directly from ERH's Human Resources Self-Service Portal.

To use this convenient feature, login to the portal, view your W-2, and click on the 'Export to TurboTax' link. If you've never tried logging into the HR portal or have questions about user IDs or passwords, call Ann Beighle in Human Resources.



ERH

Episcopal Retirement Homes



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For over sixty years, Episcopal Retirement Homes (ERH) has been a not-for-profit, financially sound organization dedicated to improving the lives of older adults through innovative, quality living environments based upon their values, and delivered by highly experienced, deeply committed professionals.

If you have a story idea or news to share, contact Molly de Jesus at 272.5555 ext. 7133 or mdejesus@erhinc.com.

2015 Tax News

Form 1095 is coming – Are you ready?

What is the 1095?

The 1095 is a new tax form that ERH will provide to you in January along with your W2 form which includes information about your healthcare insurance coverage. It serves as a "proof of insurance statement" that shows the IRS that you have been properly covered for health insurance. It will also list the coverage of any dependents.

Why am I getting this form?

This is a form required by the Affordable Care Act (ACA). If you were full time during 2015, or if you met the full-time requirements of the ACA where ERH offered you health insurance coverage in 2015, you will get a completed 1095 form. If you were part time and not eligible for health insurance through ERH, then you won't get a copy of form 1095.

What do I do with this form?

You'll take information from it to use in your tax filing, similar to how you take information from your W-2 form and transfer it to your tax forms.

Form 1095-A		Health Insurance Marketplace Statement		OMB No. 1545-2232	
Department of the Treasury Internal Revenue Service		Information about Form 1095-A and its separate instructions is at www.irs.gov/form1095a .		<input type="checkbox"/> CORRECTED 2014	
Part I Recipient Information					
1 Marketplace identifier	2 Marketplace-assigned policy number	3 Policy issuer's name			
4 Recipient's name	5 Recipient's SSN		6 Recipient's date of birth		
7 Recipient's spouse's name	8 Recipient's spouse's SSN		9 Recipient's spouse's date of birth		
10 Policy start date	11 Policy termination date	12 Street address (including apartment no.)			
13 City or town	14 State or province	15 Country and ZIP or foreign postal code			
Part II Coverage Household					
A. Covered Individual Name		B. Covered Individual SSN	C. Covered Individual Date of Birth	D. Covered Individual Start Date	E. Covered Individual Termination Date
16					
17					
18					

Do I owe more taxes because of it?

Every individual's tax and health insurance coverage situation is different. Depending on your own situation, your tax filing may be impacted by the form 1095.

If you have any questions on the form 1095, please contact Human Resources.