

# 2012 Aging Services of Minnesota Spring Awards Program

## Individual Awards

Caregiver of the Year

Volunteer of the Year

Kal Michels Outstanding Leadership Award

Ray Johnson Leadership in Action Award

Spirit of Aging Award

Trustee of the Year

## Organizational Awards

Excellence in the Workplace

Community Impact Award

Excellence & Innovation Awards

**Nomination Deadline: Friday, Oct. 7, 2011**

**Call for Nominations**



**Aging Services  
of Minnesota**

LEADING CHANGE ■ CHANGING LIVES

# 2012 Aging Services Spring Awards Program Call for Nominations

Dear Members,

The Aging Services Awards are a longstanding tradition of recognizing outstanding people in older adult services as well as organizations and programs that are steeped in innovation and excellence. It is with excitement I present to you the slate of awards for 2012 and invite your nominations.

In a time when budgets are tight, cuts are looming and wage increases become more challenging, recognition is the crucial factor for employee satisfaction and retention. Employees want to love their career and love to be recognized. In addition to your organizational recognition, show your employees how much you appreciate them with a statewide award.

This year we have six exciting individual awards. The Caregiver of the Year award remains our most popular and highest award honor. This is open to all direct and non-direct caregivers. In addition, I would like to highlight the Kal Michels Outstanding Leadership Award and the Ray Johnson Leadership in Action Award for those excellent leaders within your organization. These two leadership awards have been revamped to broaden the pool of eligible nominees.

Complementing our individual awards are the organizational Excellence and Innovation awards. No program is too small or too big to be nominated! The deadline this year is October 7th for both individual and organizational awards.

We encourage you to “toot your own horn!” It is easy to think that what you and your organization do is quite obvious, when in truth, it is amazing to others. Please take the time to submit a nomination and share with others how great your people and your organization are!

Sincerely,



Sara Sterling, Chair  
Aging Services of Minnesota Awards and Recognition Committee

## How to Nominate

Award nominations may be submitted by mail or online at <http://www.agingervicesmn.org>. Click on About Us, then Awards and Recognition. Be sure to include all information required by the award criteria. Supplemental documents can be emailed to [awards@agingervicesmn.org](mailto:awards@agingervicesmn.org) or mailed to:

Attn: 2012 Spring Awards  
Aging Services of Minnesota  
2550 University Avenue West, Suite 350 South  
St. Paul, MN 55114-1900

## Judging

Nominations for the 2012 Awards are reviewed by the Awards and Recognition Committee comprised of Aging Services Members:

- Sara Sterling, Chair, Saint Therese of New Hope, New Hope
- Jodi Speicher, Vice Chair, Good Shepherd Community, Sauk Rapids
- Jim Bettendorf, Volunteers of America of Minnesota, Minneapolis
- Sue Boyd, Elim Care, Inc., Eden Prairie
- Lois Cordes, A'viands Food and Services Management, Roseville
- Cindy Leach, The Alton Memory Care and Care Suites, St. Paul
- Katie Lundmark, Perham Memorial Hospital & Home, Perham
- Maureen Maher, Ebenezer, Minneapolis
- Connie Sandler, Golden Valley
- Heidi Schneider, The Wellstead of Rogers, Rogers
- Cheryl Levy-Shilkrot, Sunrise Senior Living, Minnetonka
- Rita Waxon, Guardian Angels Homes, Inc., Elk River

## Award Notification and Announcement

Award recipients will be notified in November following approval by the Awards Committee. The awards will be publicly announced and recipients will be honored during the 2012 Aging Services Institute, February 8-10, 2012.

## Questions

Contact Barbara Landeen at Aging Services of Minnesota, [blandeen@agingervicesmn.org](mailto:blandeen@agingervicesmn.org) or call 651.645.4545 or 800.462.5368.

## Tips for Making a Successful Award Nomination

1. Read the eligibility and criteria for the award carefully and address the specific criteria in your supporting documentation.
2. For best results, prepare your nomination in a text document before submitting it online. Check for spelling, grammar and completeness. When you are satisfied with your nomination, print a copy for yourself then copy/paste into the electronic form.
3. Writing ability is helpful, but award judging decisions are based on clear and complete content that directly addresses the award criteria. The best nominations are simple, to the point and contain facts and concrete examples that illustrate why the nominee should receive the award.
4. Check carefully whether the award category calls for specific or additional letters of support or other materials and be sure to include them. To be effective, supporting letters give specific examples of the nominee's work related to the award criteria.
5. All nomination materials are sent to the judges by mail; so keep supplemental materials to things that are easily photocopied.

## The Code of Ethics Connection

The Code of Ethics is one component of Aging Services' Quality Initiatives which help build public trust in older adult services. Providers that have adopted the Code of Ethics strive to create a culture of mutual respect, understanding and trust with the people they serve and those who support them.



Aging Services of Minnesota stands firmly behind this commitment to quality. It is our desire that every provider member would adopt the Code of Ethics. To this end, an incentive has been built into the annual awards program.

### Code of Ethics earns your nomination a bonus point!

Your nomination will earn a bonus point in scoring if your organization has a current **Code of Ethics** adoption. Find more information about the Code at [http://www.aging-servicesmn.org/index/Quality\\_Initiatives](http://www.aging-servicesmn.org/index/Quality_Initiatives). To check if your organization has a current Code of Ethics, go to: <http://www.mhha-apps.com/scc/genericcoelist.asp>.

## Rewards

Previous award recipients have stressed the *positive public relations value to their organization* of receiving an Aging Services of Minnesota Award. A professional photographer will take pictures of award recipients during the presentation ceremonies. Our public relations staff prepares news releases and photographs about award winners for your use with your local media.

## NOMINATION DEADLINE

Individual and Organizational Awards:

Friday, Oct. 7, 2011

# Individual Awards

## Nomination Deadline: Oct. 7, 2011

### CAREGIVER OF THE YEAR

(Statewide and District Awards)

#### Purpose

Honors those who greatly enhance the quality of life for seniors and their communities through direct care or support services to residents. This award is open to individuals in a wide range of service roles:

- Universal/Blended Worker
- Nurse, Nursing Assistant, Personal Attendant
- Care Manager, Resident Assistant
- Home Health Aide
- Health & Wellness Aide
- Social Worker
- Activities Assistant
- Rehabilitation/Physical Therapy
- Spiritual Care
- Business Office/Administrative Support
- Dietary/Nutritional Services
- Laundry/Housekeeping
- Environmental Services/Facility Management
- Human Resources

#### Eligibility and Requirements

Any employee working in a non-managerial role who has direct contact with a resident or in a supporting role to direct caregivers is eligible. Members may nominate more than one individual in this category. The nominee's supervisor, administrator or housing manager must make the nomination and it must include a supporting letter from a peer.

#### Criteria

- Demonstrates exceptional commitment to those entrusted to his/her care and/or operational functions of the organization that support direct caregivers
- Specific actions taken to enhance and enrich the quality of life and/or living conditions of aging persons
- Outstanding actions or attitudes displayed in treating the whole person
- Why this person is being nominated over others

### VOLUNTEER OF THE YEAR

(Statewide and District Awards)

#### Purpose

Honors volunteers who enhance the quality of life for seniors and their communities.

#### Eligibility and Requirements

Any individual or distinct group that is registered as a volunteer or auxiliary member of an Aging Services of Minnesota member is eligible. Members may nominate more than one individual in this category. Each nomination must include a supporting letter from the administrator or housing manager.

#### Criteria

- Demonstrates exceptional commitment to seniors
- Specific actions that enhance and enrich lives of aging persons
- Outstanding in promoting the mission and goals of the organization they serve
- Why this person is being nominated over others

## **KAL MICHELS OUTSTANDING LEADERSHIP AWARD**

### **Purpose**

Honors a person whose leadership has enhanced the work environment in their organization and the quality of life for residents and the community; has provided excellent leadership to their employees and provides community service.

### **Eligibility and Requirements**

Employees of Aging Services member organizations in top level executive, care center administrator, housing director or similar roles are eligible. Nominations must include at least one supporting letter from the nominee's staff or board and may include up to three additional supporting letters from community members or residents/tenants.

### **Criteria**

- Specific actions to enhance and enrich the lives of aging persons and provide leadership to their organization/staff
- Examples of leadership advancing the mission and goals of their organization
- What has been undertaken and accomplished that demonstrates commitment to a team approach for staff
- Why this person is being nominated over others

### **Who was Kal Michels?**

This award is named for the late Kal Michels, former administrator of St. Francis Home in Breckenridge and Chair-Elect of Aging Services of Minnesota (then MHHA) at the time of his death. The strengths Kal Michels brought to his work were a deep commitment to his community and organization along with the people who lived and worked at St. Francis Home. His commitment was displayed through the many leadership positions he filled in his community, and his unfailing advocacy for quality care and services

## **RAY JOHNSON LEADERSHIP IN ACTION AWARD**

### **Purpose**

Honors a person whose actions and leadership greatly enhance the work environment in their housing or LTC building and the quality of life for their residents; and have taken action to provide leadership to their employees or coworkers. This award is given to a person in a leadership or management role but not the top executive in the organization (administrator, housing director, CEO).

### **Eligibility and Requirements**

Any person employed in a middle management, department head, supervisory level or leadership position in an Aging Services of Minnesota care center or senior housing member is eligible. Nominee must supervise one or more employees and have at least two years of experience. Nominations must include at least one letter of support from a peer or supervisor and may include up to three additional letters of support.

### **Criteria**

- Demonstrates exceptional commitment to seniors through their role
- Accomplishments that demonstrate commitment to a team approach for staff as a strong mentor and motivator for those supervised
- Significant leadership skills
- Why this person is being nominated over others

### **Who was Ray Johnson?**

This award is named for the late Ray Johnson, a true senior housing pioneer. Ray brought to his work a fine sense of seniors as people of dignity and distinction who are capable of governing themselves and their communities effectively. He was an untiring advocate for older adults' self-determination.

## **SPIRIT OF AGING AWARD**

### **Purpose**

Presented to a resident/tenant/client or a group of individuals (resident council, volunteer group or the like) of an Aging Services member community that exemplifies the concept of positive and active aging.

### **Eligibility and Requirements**

Any resident or group of residents of an Aging Services member provider organization is eligible.

### **Criteria**

- Exemplifies the concept of active aging by engaging in activities that challenge the traditional stereotypes of aging
- Makes a positive difference in the lives of other seniors

## **TRUSTEE OF THE YEAR AWARD**

### **Purpose**

Honors a volunteer board member of a member organization whose service and actions have enriched the lives of older persons and enhanced their community.

### **Eligibility and Requirements**

Any trustee (volunteer board member) of an Aging Services of Minnesota member organization who served during 2011 is eligible. Nomination must include a letter of recommendation from a board chair or other board officer and the organization's CEO, administrator or housing manager.

### **Criteria**

- Demonstrated exceptional commitment to seniors
- Specific actions taken to enhance and enrich the lives of aging persons
- Exceptional service provided to the organization, residents and the community at large
- Specific evidence of leadership in helping achieve the organization's goals and objectives attained during their leadership

## EXCELLENCE IN THE WORKPLACE AWARD

### Purpose

Honors an older adult services organization as an employer of choice for progressive practices that enhance employee satisfaction and retention, promoting careers in the field and investing in employees.

### Eligibility Requirements

Any Aging Services of Minnesota member organization is eligible.

### Criteria

Describe how your organization excels in three or more of the following:

- Evidence of improved employee satisfaction and retention (e.g., employee satisfaction surveys, focus groups)
- Demonstrated effectiveness in raising employee morale
- Evidence of employees benefiting from improved physical work environment and/or workplace culture
- Proactively promotes older adult services careers through partnership programs with educational institutions, workforce centers, etc.
- Develops/supports employees for future career growth through access to professional development opportunities or continuing educational scholarships
- Established initiatives that ensure staff voices are heard and valued (e.g., staff participation is sought on key decisions about organizational change/growth)
- Identify and share best practices across departments and develop common action plans for improvements

## COMMUNITY IMPACT AWARD

### Purpose

Honors a member organization that goes beyond the health service or housing role to support and/or improve the greater community; extended services beyond the traditional scope of resident care and demonstrates social responsibility and the organization's role as a responsible corporate citizen.

### Eligibility and Requirements

Any Aging Services of Minnesota member organization is eligible.

### Criteria

- Particular service of the organization fills a demonstrated community need beyond the traditional resident care and services
- Provides economic value and support to community through stable employment and local business patronage
- Demonstrates social responsibility through community projects and involvement
- Example of activities or programs demonstrating the organization's core mission in action (include your organization's mission in your nomination)

# EXCELLENCE & INNOVATION AWARDS

## Nomination Deadline: Oct. 7, 2011

Honors organizations for their excellence in developing new and innovative programs that benefit their residents and communities. Winning entries will be presented at the 2012 Institute as a concurrent educational session. Multiple awards are given in one or more of the listed categories.

### Potential Categories

- Direct Care – social services, therapy services, recreation/activities, nursing, pastoral care
- Support Services – transportation, nutritional services, communications, business office, environmental services
- Building Design, Construction, Energy Conservation, Sustainable Green Design
- Programming and Life Enrichment
- Work Force Development
- Assistive Technology
- Marketing
- Financial
- Other emerging trends (specified by nominee)

### Executive Summary must include:

- Name of Excellence & Innovation program or project
- Why this program/project was developed (specific purpose and goals)
- Financial implications for starting this program/project – include both start-up costs and on-going operational costs
- Actual outcome vs. expected outcome – explain which goals were achieved and which were not, and include any unexpected outcomes that benefited residents, staff or community
- Potential for other organizations to replicate this program or project
- Evidence others could observe to understand how this program has benefited your organization, residents and/or community

### Sharing Your Success

Award Recipients are expected to present their winning program at the 2012 Institute as a concurrent educational session. This is a great way to share your great work and help other providers grow professionally and better serve their customers.

### Supporting Materials

You may choose to submit additional supporting materials such as letters of support/recommendation, brochures, certificates, photographs, etc. Supporting materials must be easily duplicated for distribution to the award judging panel. Materials will not be returned unless requested in writing.



# Individual Award Nomination Form

## Nomination Deadline: October 7, 2011



This nomination is for the following award (please check only one)

- Caregiver of the Year
- Volunteer of the Year
- Kal Michels Outstanding Leadership Award
- Ray Johnson Leadership in Action Award
- Spirit of Aging Award (resident/tenant/client or group of same)
- Trustee of the Year

**Earn a bonus scoring point on this nomination with a current Code of Ethics adoption! See page 3 for details.**

All entries must be received in the Aging Services office or postmarked by midnight October 7, 2011. Carefully follow the award criteria for your nomination in preparing your supporting documents. Be as specific as possible. Letters of recommendation from others are encouraged.

### Nominee Information:

Name \_\_\_\_\_  
Title (if applicable) \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Title \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

Does this organization have a current Code of Ethics Adoption?  Yes  No

Aging Services District of Organization (A-G) \_\_\_\_\_

If selected to receive this award, is your nominee able to attend the Aging Services of Minnesota Institute in Minneapolis Feb. 8-10, 2012?  Yes  No

### Nominator Information:

Name \_\_\_\_\_  
Title (if applicable) \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

### Three Ways to Nominate

**Mail** this form along with your letter of nomination and supporting letters or other materials as indicated in the award criteria to:

Aging Services of Minnesota  
Attn: 2012 Spring Awards  
2550 University Avenue West, Suite 350 South  
Saint Paul, MN 55114

**Fax** to 651.645.0002, Attn: 2012 Spring Awards

**Online:** Submit your nomination electronically at  
[http://www.agingservicesmn.org/index/awards\\_recognition](http://www.agingservicesmn.org/index/awards_recognition)

**Questions?** Email [awards@agingservicesmn.org](mailto:awards@agingservicesmn.org) or call 651.645.4545.

**All entries must be received in the Aging Services office or postmarked by midnight Oct. 7, 2011.**

## Organizational Award Nomination Form

Nomination Deadline: October 7, 2011

This nomination is for the following award (please check only one)

- Excellence in the Workplace Award  
 Community Impact Award



**Earn a bonus scoring point on this nomination with a current Code of Ethics adoption! See page 3 for details.**

All entries must be received in the Aging Services office or postmarked by midnight October 7, 2011. Carefully follow the award criteria for your nomination in preparing your supporting documents. Be as specific as possible. Letters of recommendation from others are encouraged.

### Nominee Information:

Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Title \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

### Type of Organization:

- Care Center  
 Housing  
 Campus with both care center and housing  
 Corporate office  
 Other: \_\_\_\_\_

Does this organization have a current Code of Ethics Adoption?  Yes  No  
Aging Services District of Organization (A-G) \_\_\_\_\_

### Nominator Information:

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

### Three Ways to Nominate

**Mail** this form along with your letter of nomination and supporting letters or other materials as indicated in the award criteria to:

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**Fax** to 651.645.0002, Attn: 2012 Spring Awards

**Online:** Submit your nomination electronically at  
[http://www.agingservicesmn.org/index/awards\\_recognition](http://www.agingservicesmn.org/index/awards_recognition)

**Questions?** Email [awards@agingservicesmn.org](mailto:awards@agingservicesmn.org) or call 651.645.4545.

**All entries must be received in the Aging Services office or postmarked by midnight Oct. 7, 2011.**

# Excellence & Innovation Award Nomination Form

Nomination Deadline: October 7, 2011

This nomination is for the following award category (please check only one)

- |  |  |
|--|--|
| <input type="checkbox"/> Direct Care   | <input type="checkbox"/> Work Force Development                    |
| <input type="checkbox"/> Support Services  | <input type="checkbox"/> Assistive Technology                      |
| <input type="checkbox"/> Building Design/Construction/<br>Energy Conservation/Green Design | <input type="checkbox"/> Marketing/Public Relations/Sales          |
| <input type="checkbox"/> Programming and Life Enrichment                                   | <input type="checkbox"/> Financial Management/Financing Operations |
|  | <input type="checkbox"/> Other Emerging Trends (specify)           |



**Earn a bonus scoring point on this nomination with a current Code of Ethics adoption! See page 3 for details.**

All entries must be received in the Aging Services office or postmarked by midnight October 7, 2011. Carefully follow the award criteria for your nomination in preparing your supporting documents. Be as specific as possible. Letters of recommendation from others are encouraged.

## Nominee Information:

Project/Program Name \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Title \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

Does this organization have a current Code of Ethics Adoption?  Yes  No  
Aging Services District of Organization (A-G) \_\_\_\_\_

If your nomination is selected to receive the award, representatives from your organization are asked to present the winning program/project at the 2012 Institute in Minneapolis (Feb. 8-10, 2012) as a concurrent educational session. Please indicate whether you are able to be present.

Yes  No

## Three Ways to Nominate

**Mail** this form along with your Executive Summary and supporting letters or other materials as indicated in the award criteria to:

Aging Services of Minnesota  
Attn: 2012 Spring Awards  
2550 University Avenue West, Suite 350-South  
Saint Paul, MN 55114

**Fax** to 651.645.0002, Attn: 2012 Spring Awards

**Online:** Submit your nomination electronically at <http://survey.minnesotacca.com/TakeSurvey.aspx?SurveyID=822LI62>

**Questions?** Email [awards@agingservicesmn.org](mailto:awards@agingservicesmn.org) or call 651.645.4545.

## Collaborative Partners

If your program/project is a collaborative effort with other organizations, please list the organization, contact person and contact information below.

Organization/City \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Phone/Email \_\_\_\_\_ Email \_\_\_\_\_

## AGING SERVICES OF MINNESOTA

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St. Paul, MN 55114-1900

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Annual Spring Awards

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### Individual Awards

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### Organizational Awards

Excellence in the Workplace  
Community Impact Award  
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