

# Staying in Touch

February 2008

## Message from the Director

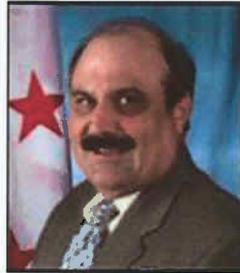
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**Mental Health Authority  
staff quarterly meeting  
Friday, February 29,  
1:00 p.m. to 2:00 p.m.  
4<sup>th</sup> Floor Training Room.**

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Dear DMH Employee,

It's performance and budget time again. Another opportunity for us to showcase our work with the Council and with the public. We have been working with the Council Committee on Health to prepare for our

performance oversight hearing on February 20. We prepared a comprehensive document that responds to 130 questions from the Committee covering internal operations, the full range of our programs for adults, children and youth, and our future initiatives. I encourage you to take a moment and read the document. It's entitled "FY 07 and 08 DMH Responses" and is located on the 'S' and 'W' shared drives. I am very proud of the work we are doing and I think you will be too.

One example is our growing homeless services program. We increased the homeless outreach team by six people in FY 07 and we now are seeing the results. Already in FY 08 compared to last fiscal year, we have almost doubled the number of people that we prevented from becoming homeless.

We also have seen a significant increase in the number of homeless individuals served. In just the first three months of FY 08, we served 326 homeless adults compared to 486 during all of last fiscal year. In addition, we hired an outreach worker to focus on homeless children. I appreciate the work of the homeless outreach team, and on page 3, you can read about Michele May who manages the homeless services program.

As always, feel free to email me directly at [steve.baron@dc.gov](mailto:steve.baron@dc.gov) about issues of concern to you, and I look forward to talking with the staff of the Authority at our quarterly staff meeting on February 29.

**Steve**

## New Sick Leave and Annual Leave Regulations Give Greater Flexibility

Did you know that you can now use your sick leave to stay home with a sick child or take your parent to a doctor's appointment? The DC Department of Human Resources announced last month new personnel rules that expand the use of sick leave. The rules also establish new funeral leave, give flexibility in hours of work and scheduling, and create the ability for eligible employees to telecommute.

The new rules regarding annual leave, funeral leave, sick leave and sick leave restrictions are effective immediately for DMH employees. A plan for implementing the new rules regarding flexible work schedules, compressed work schedules, and telecommuting is expected to be developed in early spring. In addition to the examples cite above, sick leave can be used to care for a family member incapacitated by a medical or mental condition, to care for a new born, or under certain other circumstances.

The new funeral leave entitles an employee to one day of paid leave to make arrangements or attend the funeral or memorial service of an immediate relative. In addition, an employee is entitled to not more than 3 days of authorized leave to make arrangements or attend the funeral or memorial service for an immediate relative who died while serving in a combat zone.

To review the rules, go to [www.dchr.dc.gov](http://www.dchr.dc.gov) under the District Personnel Manual. Or, if you have questions, you can contact the **Naomi Chapman** in the HR office.

## Save the Date: May 8 and Celebrate Nurses Week

Make plans now to attend the first in a series of events to highlight the role of nurses at Saint Elizabeths co-sponsored by the District of Columbia Nurses Association and Saint Elizabeths Hospital. The program will be on May 8 in the Hospital Chapel. You will learn more about the program and how to register in the coming weeks.

"We are glad to work with the Nurses Association on this important program to recognize and celebrate the critical role of nurses in quality patient care," said **Dr. Patrick Canavan**, Hospital CEO.

### FY 07 and 08 Performance Oversight Hearing and FY 90 Budget Schedule

February 20: FY 07 and FY 08 DMH Performance Oversight Hearing  
 March 20: Mayor submits FY 09 Budget Request and FY 09 Budget Support Act (BSA) to the Council  
 April 17: FY 09 DMH Budget Hearing  
 April 25: FY 09 BSA Hearing by COW  
 April 29-May 1: Council Committee Vote on Agency Budgets  
 May 13: Council votes on FY 09 Budget and First Vote on the BSA  
 June 3: Second Vote on BSA

## Employee Spotlight: Michele May

All too often people turn their heads to avoid any contact with a homeless person on the streets—especially one who seems to have a mental disorder. But, not **Michele May**. For nearly twenty years, Michele has worked on behalf of the homeless. She now manages DMH's Homeless Services Program. She also oversees the Sobering Station for homeless individuals during hypothermia season.

Before coming to DMH, Michele held various leadership positions, including program director, at the Calvary Women's Shelter where she started as a volunteer while attending Georgetown University.

Michele brings a strong advocacy background to her position and was once arrested at the Wilson Building with a group peacefully demonstrating for more services. She served as Co-Chair of Women's Service Providers, an advocacy group for services for homeless women, and chaired the D.C. Advocates for the Mentally Ill Homeless. She now volunteers as President of Open Arms Housing, a non profit organization that develops low income housing for homeless women with chronic mental illness.

Michele has a Master of Social Work from Howard University and graduated from Georgetown University. She says she loves all animals, especially dogs, but doesn't have time to care for them. Instead, she makes a home for three cats, one of whom she found abandoned behind CPEP, the emergency psychiatric care facility.



## News from Human Resources

**Form W-2.** By now you should have received your 2007 Wage and Tax Statement (Form W-2) mailed by the Office of Pay and Retirement Services (OPRS) on January 28, 2008. If you do not receive your Form W-2 by February 15, 2008, you can request a duplicate. However, OPRS will not issue duplicate W-2s before February 15, 2008.

To request a duplicate, you must send a completed Request for Duplicate W-2 Form to the DMH Human Resources Office (HR), and it will be forwarded to OPRS. The form is available in the HR office.

If you have any questions about your W-2, please contact **Angie Fulwood** in the HR office on (202) 673.4411. If you want further assistance, you can contact OPRS Special Pay at (202) 741-8630. If you believe your W-2 is incorrect, be prepared to provide detailed information to OPRS to support your situation at the time of inquiry.

## It's Not Too Late: Sign Up Now for DC One Fund

If you put off filling out your pledge card, you still have time. The deadline to get your pledge in has been extended to March 15.

The campaign has made progress but we still have a way to go. District employees have raised more than \$670,000.00, nearly half our citywide goal of \$1.5 million. Many thanks to the DMH employees who already have pledged, raising more than \$20,000.00. Special recognition to 11 DMH employees who are Fair Share givers with a pledge of one percent of their salaries. Their generosity will have a huge impact.

The theme for this year's campaign—"If it is to be, it's up to me," a familiar quote of the late Dr. Calvin W. Rolark, the founder of United Black Fund—reminds us that each one can make a difference. And, each dollar counts. Giving just \$3.25 per pay period or \$65 a year will help us reach our goal. Of course, give more if you can as contributions to the One Fund benefit thousands of people who rely on the goodwill of the community.

To see a list of the worthwhile organizations that participate in the campaign or to find out how to contribute, you can go to the One Fund website <http://www.grc.dc.gov/onefund>. You also can email DMH's representative **JoAnn Davis** at [Joann.davis@dc.gov](mailto:Joann.davis@dc.gov).

### Upcoming Events

*Please let me know about your upcoming event at [phyllis.jones@dc.gov](mailto:phyllis.jones@dc.gov)*

Committee on Health Performance Oversight Hearing	February 20
Court Monitor Visit	February 20-21
Dixon Court Hearing	February 21
Children/Youth Community Service Reviews	March 3 – 14
Adult Community Service Reviews	June 2 – 13