



---

Q4 2023  
All Staff Meeting



# Mission & Core Values

Our mission is to provide reentry services beneficial to citizens returning to our communities, thereby enabling them to successfully write the remaining chapters of their life stories.



# CORE VALUES



**DEDICATED**

ACCOUNTABLE 



## OUR MISSION

TO PROVIDE REENTRY SERVICES BENEFICIAL TO CITIZENS RETURNING TO OUR COMMUNITIES, THEREBY ENABLING THEM TO SUCCESSFULLY WRITE THE REMAINING CHAPTERS OF THEIR LIFE STORIES.

**TEAM  
PLAYER**



**COMPASSIONATE**

## Vision: 10-Year Target

---

By 12/31/33, we'll have a  
121% increase in annual  
revenue stream.



## Vision: 3-Year Picture

---

- Future Date: 12/31/26
- Revenue: 22% increase
- Profit: 25% increase

## What does it look like?

- 110 Right Person Right Seat
- Process & Documents FBA
- 1 more location & 1 new revenue stream
- 1 person, 1 seat
- Increase per diem 9% - DONE
- NIST Compliant
- Stable % of Op cost
- Reduce Paper use
- Facilities Updated
- Dedicated Marketing Staff

## Vision: 1-Year Plan

---

- Future Date: 12/31/24
- Revenue: 3% increase
- Profit: 1% increase

## Goals for the Year:

- Implement additional revenue stream; profitable with 200 clients by 9/30/24
- Revamp & implement consistent training across all locations
- Research & implement social programs for resident enrichment
- Develop & Implement R&R Committee



# Employee News on COFESS

- EAP Newsletters
- Weekly Tech Tuesday
- Chief's Cup Winners
- Archival COF News

## Employee News



**Build Your Personal Brand in the Workplace**  
 Introduction: How do you want to be known for? Taking risks, being big ideas, and visionary leadership. This does not mean "being" a personal brand in the workplace. It means being your unique strengths and values. Being this image results in recognition. Consider how you would like to be viewed by your organization. Identify the values that define the image you wish for yourself, and then connect your vision to your vision in everything you do. Your visibility, respect, career opportunities, average relationships, and ability to be a positive influence will likely follow, and along with them will come more doors open to more opportunities.

**Adult Child Independence and Failure to Launch**  
 "Failure to launch" is a term used to describe young adults who are still living at home with their parents and are not taking on the responsibilities of adulthood. You can be planning for parents, and it can create marital conflict over how to increase and a lack of wanting if they are fearful that the adult child cannot responsibly get up the responsibilities of adulthood. Although there are steps along with these parenting resources for helping reduce adult child. Family members, professional counselors can help with resolution after many other resources attempts. Although research shows that the anxiety and depression can make it difficult to transition into adulthood, when parents overprotective being too much for too long can make it difficult for some adult children to have the skills they need to enter to become independent. Your path to reaching before the launch guidance will help challenge the reality of their expectations and responsibilities, requiring that they be managed. Consider how you might help them through the natural resistance to change that can be overcome. If success is coming to you, all of a sudden, you are not alone in this struggle, and with patience, understanding, and respect, you can help your child overcome the challenge of becoming an independent adult.

**Mastering Family Get-together Stress**  
 Don't let family get-togethers stress you out. You have these social conventions skills. First, clearly decide your comfort zone for specific topics. Decide they will be off limits for you and avoid sharing comments or conversations regarding them. Second, communicate your boundaries and do so with assurance and respect, and subtle maneuvering a harmonious atmosphere. Simply saying "I'd appreciate sharing our conversation away from family" for more discreet interaction for all. And finally, and the "redneck." Clearly guide discussions away from sensitive subjects, lifting the focus toward neutral or positive topics. This useful redneck effectively diffuses tension, fostering a more harmonious and enjoyable gathering for all participants. Your. Before your next get-together, have these skills. Use if they help create more joyful occasions.

Employee News  
**Tech Tuesday Series 2 part 2 Scams Likely and Last Pass Set up**  
 Mblox IT / December 5, 2023

Employee News  
**2023 Trailblazer Winner**  
 Allen Winkler / November 28, 2023

Employee News  
**Carlos Reyes**  
 Allen Winkler / November 22, 2023

Employee News  
**2023 Golf Tournament**  
 Allen Winkler / November 22, 2023

Employee News  
 Allen Winkler / December 8, 2023  
**December 2023 EAP Newsletter**  
[Read More](#)

Load More

Filed Under: Employee News

« **Weekly Tech Review** Tech Tuesday Series 2 part 2 Scams Likely and Last Pass Set up

## 2023 Roderick T. Pettus Trailblazer

---

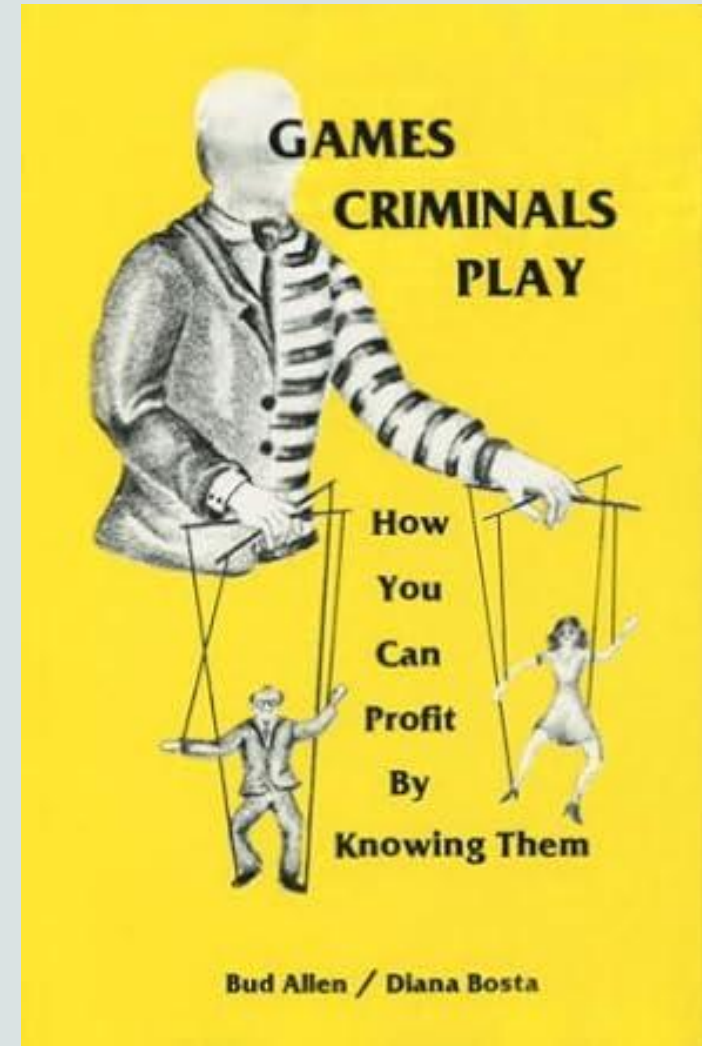
- 3 Nominees: Rosemary Coleman (BR), Jasmine Toatley (LR), & TaRhonda Williams (Monroe)
- Voted on by Leadership Team
- Rosemary Coleman is the winner!



# Games Criminals Play Book Club

---

- Biweekly meetings on Teams
- First Meeting: January 11, 2024 at 4pm
- Read Prologue and be ready to discuss
- All Security staff required to attend





## Staff UA's & Pay Increases

---

- Randomized employee UA's starting in January 2024.
- Staff will be notified by their supervisor when their number is up
- Salary staff receiving a 5% increase in January
- Hourly staff are receiving at least 5%, amounts will vary

## Shirts & Jackets

- We will be offering cotton polos for each employee (3 each). Let your supervisor know your size.
- If you want to purchase a jacket, the 4<sup>th</sup> ordering deadline is 12/31/23.
- We are also offering embroidered snag free dri-fit COF shirts for purchase
- XS-XL \$21, 2XL \$23, 3XL \$26, 4XL \$27



# Updated Evaluations & Job Descriptions



You should have received an email from PayChex to sign your new job description. Evals will now match core values and job descriptions



## Performance Evaluation: Security Officer

Employee Information	
Name:	Supervisor:
Position:	Employment Date:
Department:	Date of Review:
Period:	Introduction Period:

**Instructions:** Each category should be scored with a + (almost always encompasses characteristic), +/- (only sometimes encompasses characteristic), or - (almost never encompasses characteristic). Feedback (positive and negative) should be completed for each category.

### Core Values

Dedicated	
City of Faith employees should be dedicated to their responsibilities, the residents and each other. We should be stable individuals who are organized, diligent and passionate about the mission as well as committed to it. Loyal, task-oriented people who are self-starters and display a good work ethic. Employees appearance should be in accordance with their position including cleanliness and dress. Employees should work towards solutions, be innovative, and focus on the betterment of our residents and City of Faith.	
Score	+ +/- -
Positive Feedback	
Area(s) for Improvement	

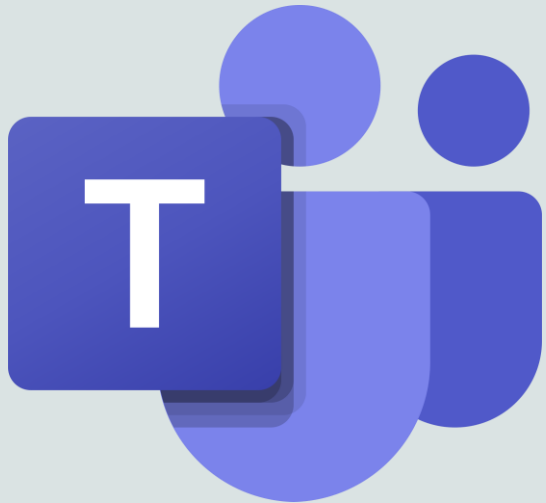
Accountability	
An accountable employee is one who displays honesty, integrity and follows not only the letter of company policy but the spirit as well. Employees should seek to further their knowledge about the company, their role in the company, and should be competent in their assigned tasks. Employees should complete all assigned trainings timely.	
Score	+ +/- -
Positive	
Negative	

# Insurance, EAP, & Benefits



- Updated EAP information
- Medical Insurance (Blue Cross)
- Aflac Supplemental Insurance
- Principal Life Insurance for Full Time Employees (\$25,000/employee)
- Dental
- Vision
- Spot Pet Insurance
- 403-B Retirement Plan w/ 3% company match

## MS Teams & LastPass



- **MS Teams** deadline extended to February 14<sup>th</sup>
- Michael B will be in Monroe & Baton Rouge around the 1<sup>st</sup> of February
  
- **LastPass** is a requirement
- Part of NIST Certification (requirement of SOW)
- Michael B will also train/assist in February