

CATHOLIC CHARITIES OF KANSAS CITY – ST. JOSEPH, INC
JULY 1, 2008 - JUNE 30, 2009 ANNUAL CALENDAR

JULY

7/2008– United Way of Greater Kansas City Requests For Proposal Issued
7/2008– Agency Inventory Due To Diocese
7/2008– Complete Jackson County Diversity Report
7/2008– Begin 2007-2008 External Financial Audit
7/2008– Check on United Way Campaign Executive
7/2008– Celebrate Management Month
7/2008– Obtain 4th Quarter 2007-2008 Service Areas Annual Plan Updates Based on 2006-2009 Strategic Plan
7/2008– Complete 4th Quarterly Update 2007-2008 Based on 2006-2009 Strategic Plan
7/2008– Send Out 2008 Employee Survey Action Plan
7/2008– Send Out Monthly Client Satisfaction Surveys
7/2008– Complete Quarterly Clinical Reviews
7/01/08 –TRACKING OF NEW COMMUNITY BASED OUTCOMES BEGINS
7/02/08 – 3:00 – 5:00 p.m. - Senior Staff Monitoring Meeting
7/03/08 – AGENCY CLOSED – 3:00 p.m.
7/04/08 – AGENCY CLOSED – INDEPENDENCE DAY
7/09/08 – 9:00 a.m. – 11:00 a.m.- Management Staff Meeting (All Agency Staff Are Invited.)
7/19/08 – 9:00 – 11:00 a.m.- St. Joseph Counselors' Meeting

AUGUST

8/2008– Begin 2007-2008 Annual Report
8/2008– Complete 2007-2008 Year-End Statistical/CQI Report (Statistics, Outcomes, and Client Satisfaction Scores)
8/2008– Send Out Monthly Client Satisfaction Surveys
8/2008– Begin Internal United Way Campaign
8/01/08 – 9:00 p.m.- MOONLIGHT RUN/WALK-ST.JOSEPH
8/11/08 – 3:30 – 5:00 p.m.- CATHOLIC CHARITIES BOARD OF DIRECTORS MEETING
8/13/08 – 9:00 – 11:00 a.m.- Management Staff Meeting
8/16/08 – 9:00 – 11:00 a.m.- Kansas City/Warrensburg Counselors' Meeting
8/20/08 – 10:30 a.m. – Noon – UNIVERSAL PRECAUTION TRAINING (KANSAS CITY/ST. JOSEPH/WARRENSBURG STAFF)
8/20/08 – 3:00 – 5:00 p.m. – Senior Staff Monitoring Meeting
8/20/08 – United Way of Greater Kansas City Proposals Due
8/21/08 – 10:30 a.m. –Noon – UNIVERSAL PRECAUTION TRAINING (ST. JOSEPH STAFF)
8/29/08 – AGENCY CLOSED – 3:00 P.M. (LABOR DAY WEEKEND)

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SEPTEMBER

9/2008– Agencywide Benefits In-Service
9/2008– Send Out Monthly Client Satisfaction Surveys
9/2008– Celebrate National Mental Health Worker Month
9/2008– Complete Six Months CQI Administrative, MIS and Finance Reviews
9/01/08 – AGENCY CLOSED – LABOR DAY
9/05/08 – 7:30-9:00 a.m.-United Way of Greater Kansas City Campaign Kickoff Breakfast
9/09/08 – 3:00 – 5:00 p.m.- Senior Staff Monitoring Meeting
9/11/08– 3:30 – 5:00 p.m.-Northwest Missouri Office Advisory Council Meeting
9/12/08 – 10:00-11:30 a.m.- Heart of Missouri Office Advisory Council Meeting
9/16/08 – 9:00 – 11:00 a.m.- New Employee Mission Orientation
9/16/08 – 3:30 – 5:00 p.m. – CATHOLIC CHARITIES FOUNDATION BOARD OF DIRECTORS MEETING
9/17/08 – 9:00 – 11:00 a.m.- Management Staff Meeting
9/20/08 – 9:00 – 11:00 a.m.- St. Joseph Counselors’ Meeting
9/23-28/08 – Catholic Charities USA Annual Gathering in New Orleans, Louisiana

OCTOBER

10/2008– External Financial Audit and 990s To Be Fully Completed By Auditors
10/2008– Complete 1st Quarter 2008-2009 Service Areas Annual Updates Based on 2006-2009 Strategic Plan
10/2008– Complete Quarterly 2008 Employee Survey Action Plan Update
10/2008– Complete Quarterly CQI Clinical Reviews
10/2008– Celebrate National Disability Month
10/2008– Send Out Monthly Client Satisfaction Surveys
10/2008– Complete 1st Quarterly Update 2008-2009 Based on 2006-2009 Strategic Plan
10/01/08 – 3:00 – 5:00 p.m.- Senior Staff Monitoring Meeting
10/02/08 – 9:00 a.m.-Noon– COMMUNICATION TRAINING FOLLOWED BY LUNCH AND FUN DAY IN AFTERNOON
10/15/08 – 9:00 -11:00 a.m.- Management Staff Meeting (All Agency Staff Are Invited.)
10/25/08 – 8:00 a.m. – 2:30 p.m.- Criminal Justice Workshop
10/18/08 – 9:00 – 11:00 a.m.-Counselor Appreciation Breakfast/Meeting/Training (All Offices)

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NOVEMBER

11/2008 – Send Out Monthly Client Satisfaction Surveys
11/2008 – Send Out 2007-2008 Annual Reports
11/01/08 – 6:00 p.m. SAVOR THE FLAVORS EVENT
**11/03/08 – 9:00 a.m. – Noon- NORTHWEST MISSOURI OFFICE
AND HEART OF MISSOURI OFFICE DISASTER
DRILLS AND PANDEMIC TRAININGS**
**11/03/08 – 3:30 – 5:00 p.m.- CATHOLIC CHARITIES
BOARD OF DIRECTORS MEETING**
**11/10/08 – 9:00 a.m. – Noon- KANSAS CITY OFFICES
DISASTER DRILL AND PANDEMIC TRAINING**
11/12/08 – 9:00 – 11:00a.m.- Management Staff Meeting
11/13/08 – 3:30 – 5:00 p.m.- Northwest Missouri Office Advisory
Council Meeting
11/15/08 – 9:00 – 11:00 a.m.- Kansas City/Warrensburg Counselors’
Meeting
11/19/08 – 3:00 – 5:00 p.m.- Senior Staff Monitoring Meeting
11/20/08 – 11:30 a.m. – 1:00 p.m. – United Way of Greater Kansas
City Campaign Victory Luncheon
11/26/08 – AGENCY OFFICE CLOSED AT 3:00 P.M.
11/27/08 – AGENCY CLOSED – THANKSGIVING HOLIDAY
11/28/08 – AGENCY CLOSED – HOLIDAY

DECEMBER

12/2008– Send Out Monthly Client Satisfaction Surveys
**12/02/08 – 5:00 p.m. – 6:30 p.m.- CATHOLIC CHARITIES
FOUNDATION BOARD CHRISTMAS GATHERING
(VENUE TBA)**
12/03/08 – 9:00 A.M. -11:00 A.M.- New Employee Mission Orientation
12/05/08 – 6:00 P.M.- AGENCY CHRISTMAS PARTY
12/10/08 – 9:00 – 11:00 a.m.- Management Staff Meeting
12/12/08 – 10:00 -11:30 a.m.- Heart of Missouri Office Advisory
Council Meeting
12/17/08 – 3:00 – 5:00 p.m.- Senior Staff Monitoring Meeting
12/20/08 – 9:00 – 11:00 a.m.- St. Joseph Counselors’ Meeting
12/25/08 – AGENCY CLOSED- CHRISTMAS
12/26/08 – AGENCY CLOSED- HOLIDAY
12/31/08 – AGENCY CLOSED- NEW YEAR’S EVE

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JANUARY

1/2009– BOARD RETREAT AND SELF ASSESSMENT

- 1/2009– Complete Jackson County Diversity Report
- 1/2009– Complete Quarterly CQI Clinical Reviews
- 1/2009– Complete 2nd Quarterly Update 2008-2009 Based on 2006-2009 Strategic Plan
- 1/2009– Complete Quarterly 2008 Employee Survey Action Plan Update
- 1/2009– Complete 2nd Quarter 2008-2009 Service Areas Annual Plan Updates
- 1/2009– Review Leases/Contracts
- 1/2009– Send Out Monthly Client Satisfaction Surveys

1/01/09 – AGENCY CLOSED – NEW YEAR’S DAY

1/02/09 – PREPARATION FOR 2010 COA RE-ACCREDITATION BEGINS

- 1/07/09 – 3:00 p.m. – 5:00 p.m.- Senior Staff Monitoring Meeting
- 1/14/09 – 9:00 a.m. – 11:00 a.m.- Management Staff Meeting (All Agency Staff Are Invited To Attend.)
- 1/17/09 – 9:00 a.m. – 11:00 a.m. - Kansas City/Warrensburg Counselors’ Meeting

1/19/09 – AGENCY CLOSED – MARTIN LUTHER KING, JR. DAY

1/27/09 – 7:30 a.m. – 9:00 a.m.- CATHOLIC CHARITIES FOUNDATION BOARD OF DIRECTORS MEETING

FEBRUARY

2/2009 – Send Out Monthly Client Satisfaction Surveys

2/02/09 – 3:30 – 5:00 p.m.- CATHOLIC CHARITIES BOARD OF DIRECTORS MEETING

- 2/11/09 – 9:00 – 11:00 a.m. Management Staff Meeting
- 2/21/09 – 9:00 a.m. – 3:00 p.m.- Guilfoil Day
- 2/21/09 – 9:00 – 11:00 a.m. St. Joseph Counselors’ Meeting
- 2/25/09 – ASH WEDNESDAY**
- 2/25/09 – 3:00 p.m. – 5:00 p.m.- Senior Staff Monitoring Meeting

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MARCH

- 3/2009– Send Out 2009 Employee Survey
- 3/2009– Complete Six Month CQI Administrative, MIS and Finance Reviews
- 3/2009– Send Out Monthly Client Satisfaction Surveys
- 3/2009– Celebrate National Social Work Month
- 3/4/09 – 9:00 a.m. – 11:00 a.m. – New Employee Mission Orientation
- 3/4/09 – 11:30 a.m.-1:00p.m.- REFLECTIONS OF HOPE (ST. JOSEPH)**
- 3/5/09 – 11:30 a.m. – 1:00 p.m.- United Way of Greater Kansas City Annual Meeting
- 3/11/09 – 9:00 – 11:00 a.m.- Management Staff Meeting
- 3/13/09 – 10:00 – 11:30 a.m.- Heart of Missouri Office Advisory Council Meeting
- 3/18/09 – 3:00 – 5:00 p.m.- Senior Staff Monitoring Meeting
- 3/19/09 – 3:30 – 5:00 p.m.- Northwest Missouri Advisory Council Meeting
- 3/21/09 – 9:00 – 11:00 a.m.- Kansas City/Warrensburg Counselors’ Meeting

APRIL

- 4/2009 – Child Abuse Prevention Month
- 4/2009 – Complete Quarterly CQI Clinical Reviews
- 4/2009– Begin 2009-2010 Budget Process/Development of Service Area Annual Plans
- 4/2009– Celebrate Administrative Assistants Week
- 4/2009– Review Agency Contingency Plan
- 4/2009– Complete Quarterly 2008 Employee Survey Action Plan Update
- 4/2009– Complete 3rd Quarter 2008-2009 Service Area Annual Plan Updates Based on 2006-2009 Strategic Plan
- 4/2009– Complete 3rd Quarterly Update 2008-2009 Based on 2006-2009 Strategic Plan
- 4/2009– Begin Process To Find United Way Account Executive
- 4/2009– Send Out Monthly Client Satisfaction Surveys
- 4/01/09 – 3:00 – 5:00 p.m.- Senior Staff Monitoring Meeting
- 4/07/09 – 11:30 a.m. – 1:00 p.m.- CATHOLIC CHARITIES FOUNDATION BOARD OF DIRECTORS MEETING**
- 4/08/09 – 9:00 – 11:00 a.m.- Management Staff Meeting (All Agency Staff Are Invited)
- 4/10/09 – AGENCY CLOSED – GOOD FRIDAY**
- 4/11/09 – EASTER SUNDAY**
- 4/18/09 – 2:00 p.m. - Volunteer Appreciation Event
- 4/18/09 – 9:00 – 11:00 a.m.- St. Joseph Counselors’ Meeting

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MAY

5/2009– SAFETY/FIRST AID TRAINING

5/2009– Develop 2009-2010 Agency Annual Calendar

5/2009– CULTURAL DIVERSITY TRAINING

5/2009– Celebrate National Nurses Month

5/2009– Obtain 2009 Employee Survey Results

5/2009– Foster Parent Appreciation Month

5/2009– Send Out Monthly Client Satisfaction Surveys

**5/04/09 – 3:30 p.m. – 8:00 p.m.- CATHOLIC CHARITIES
BOARD OF DIRECTORS ANNUAL MEETING AND
DINNER**

5/13/09 – 9:00 – 11:00 a.m.- Management Staff Meeting (Annual Review of Strategic Plan, Mission Statement, Market Data and Trends, and Board Ends Policy Implementation)

5/16/09 – 9:00 – 11:00 a.m.- Kansas City/Warrensburg Counselors' Meeting

5/20/09 – 3:00 – 5:00 p.m.- Senior Staff Monitoring Meeting

5/22/09 – AGENCY CLOSED – 3:00 p.m.

5/25/09 – AGENCY CLOSED – MEMORIAL DAY

JUNE

6/2009– Send Out Monthly Client Satisfaction Surveys

6/2009 – BISHOP BOLAND GOLF TOURNAMENT

6/04/09 – 9:00 a.m. – 11:00 a.m. – New Employee Mission Orientation

6/10/09 – 9:00 – 11:00 a.m.- Management Staff Meeting

6/11/09 – 3:30 – 5:00 p.m.- Northwest Missouri Office Advisory Council Meeting

6/12/09 – 10:00 – 11:30 a.m.- Heart of Missouri Office Advisory Council Meeting

**6/16/09 – 3:30 p.m. – 5:00 p.m.- CATHOLIC CHARITIES
FOUNDATION BOARD OF DIRECTORS MEETING**

6/17/09 – 3:00 – 5:00 p.m.- Senior Staff Monitoring Meeting

6/20/09 – 9:00 – 11:00 a.m.- St. Joseph Counselors' Meeting

**6/29/09 – 3:30 a.m. – 5:00 p.m.- CATHOLIC CHARITIES
BOARD OF DIRECTORS MEETING
(APPROVAL OF 2009-2010 BUDGETS)**

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