



Issue 01
MAY - JUNE 2024

BRING THE HEAT Newsletter

WWW.IGNITEFAMILIES.COM

A LETTER FROM THE CEO

Celebrating Our Collective Commitment to Families

Dear Ignite Families Team,

I hope this message finds you well and filled with pride for the incredible work we've accomplished together in such a short time.

As we reflect on the past 14 weeks since the launch of Ignite Families, I am truly amazed by the dedication, compassion, and professionalism each of you brings to our organization every single day.

In just a few months, we have grown from a small team with a big vision to a thriving community of 20 employees serving over 100 families in need.

This remarkable achievement is a testament to your unwavering commitment to making a meaningful difference in the lives of others.

I want to take a moment to express my deepest gratitude to each and every one of you for your hard work, resilience, and passion in meeting the dynamic needs and challenges of the families we serve.

Your ability to approach each situation with empathy, understanding, and urgency has made a profound impact on the lives of those who rely on our services.

But let us not forget that our success is not measured solely by numbers or individual accomplishments. We are only as strong as our collective passion, community support, participation, and unity in delivering all family services. Together, we form a powerful force for positive change, and it is through our shared commitment to caring and giving that we will continue to ignite hope and transform lives.

As we look ahead to the future, I am confident that we will face new challenges and opportunities with the same resiliency, compassion, and determination that have defined us thus far.

Let us continue to support and uplift one another, celebrate our successes, and learn from our setbacks as we work together to build a brighter tomorrow for all families.

Thank you for everything you do, today and every day, to make Ignite Families a beacon of hope and support in our community.

With deepest appreciation and admiration,

Darrell Lee Vardiman

IN THIS NEWSLETTER YOU CAN EXPECT:

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MARCH EMPLOYEE OF THE MONTH



Celebrating Excellence: Miss Dakari Phillips

Written by Tracey Lynch

In every team, there shines a beacon of inspiration, a guiding light that illuminates the path forward. Today, we have the privilege to shine that light on one of our own, Miss Dakari Phillips, a remarkable addition to our team.

Since joining our team on January 22, 2024, Miss Phillips has exemplified dedication, diligence, and a relentless pursuit of excellence. Stepping into her role with courage and determination, she was the first to be assigned a case, marking the beginning of her journey in making a profound difference in the lives of those we serve.

Reflecting on her decision to embark on this new career path, Miss Phillips shares, "I decided to change careers because I was seeking new challenges. I wanted to find a field that I enjoyed with ample opportunities." Her passion for meaningful work and her commitment to making a positive impact are evident in every action she takes.

The nerves that accompany stepping into uncharted territory were not lost on Miss Phillips as she tackled her first case. "I was very nervous when it came to working my first case," she admits.

"I was nervous that the family would have so many questions that I did not know the answer to. I was nervous that they would be difficult people to interact with. I was just nervous overall."

Despite these initial apprehensions, Miss Phillips's unwavering resolve and compassionate approach enabled her to navigate the challenges with grace and empathy, earning praise from both colleagues and the Department of Child Services staff she collaborates with.

In the spirit of sharing her invaluable experience, Miss Phillips offers three pieces of advice to those starting out in this field: "Do not be afraid to ask questions, it's better to know more than to know less. Advocate for yourself, do not put yourself in a position that you're not comfortable with. Learn time management skills, write your schedule down so you can see where you should be at all times." These words of wisdom serve as guiding principles for success, not only in our profession but in life itself.

Beyond her professional pursuits, Miss Phillips finds joy in the simple pleasures of life. Her favorite hobbies include reading, traveling, and cherishing moments with her family, embodying a holistic approach to well-being that resonates deeply with our mission of supporting families in need.

As we celebrate Miss Dakari Phillips's achievements, let us also draw inspiration from her journey. May her unwavering dedication, her courage in the face of challenges, and her commitment to excellence serve as a beacon of motivation for us all. Together, let us continue to uplift and empower one another as we strive to make a meaningful difference in the lives of those we serve.

APRIL EMPLOYEE OF THE MONTH



Celebrating Excellence: Joel Shumate

Written by Darrell Vardiman

I am proud to acknowledge Joel Shumate for his contributions to the crisis intervention center. We met our launch date of March 25th because of Joel's willingness to support our efforts in setting up shelving, keypad digital deadbolt & wifi camera.

I am truly awe-inspired and hope to personally and professionally contribute to your peace, love and happiness. Joel, you have set the example for a unifying purpose and cooperative systems that recognize individual achievement.

Furthermore, I have asked Joel to share a part of his life experience. Joel's top 3 foods are Asian noodle stir fry dishes (hibachi, Thai, etc), BBQ with tasty sides, and Cajun/Creole). Joel enjoys hiking & camping. He grew up in Colorado where he did a lot of outdoorsy things.

Outside of work he spends time with his daughters and attends church/ministry activities. Joel also attends a worship group each week and hosts a support/discipline group and music visitation for grief, illness, shut in, hospice care.

A Day In The Life of A Caseworker By Joel Shumate

Supervised visits are certainly one of the most varied and fun services you can be involved in as a caseworker. Spending time out in the community gives you a chance to find fun activities for parents and their children to enjoy together. A few of the activities I've been fortunate to participate in with families are touring a fire station, attending a crafting class at the library, and fishing at a lake.

Another potential activity is a child's school event. If it is scheduled during your regular visit time, you have a good chance of getting it approved. At a recent track meet I enabled a parent to attend, there were still many opportunities for significant interaction between the parent and child. Be sure you clear all the details with the FCM prior to the activity and direct the parents to bring appropriate supplies like water and sunscreen.

MINDFUL MOMENT

MIND

Mindful Morning Rituals

Start your day with intention by incorporating mindfulness or meditation into your morning routine. Set aside a few minutes to focus on your breath, clear your mind, and cultivate a sense of calm. This practice can help reduce stress, increase focus, and set a positive tone for the day ahead.

- Find a quiet and comfortable space where you can sit or lie down without distractions.
- Close your eyes and take a few deep breaths to center yourself.
- Focus your attention on your breath, observing the sensation of each inhale and exhale.
- If your mind starts to wander, gently bring your focus back to your breath without judgment.
- You can also incorporate guided meditation or mindfulness apps to help guide your practice.
- Start with just a few minutes each morning and gradually increase the duration as you become more comfortable.

BODY

Nourish with Nutritious Foods

Fuel your body with wholesome, nourishing foods that provide the necessary nutrients for optimal health. Incorporate a variety of fruits, vegetables, whole grains, and lean proteins into your meals. Hydrate yourself adequately by drinking plenty of water throughout the day.

- Plan your meals ahead of time to ensure you have healthy options readily available.
- Include a variety of fruits, vegetables, whole grains, lean proteins, and healthy fats in your diet.
- Limit processed foods, sugary drinks, and excessive salt and sugar intake.
- Stay hydrated by drinking water throughout the day and consider reducing or eliminating alcohol and caffeine consumption.
- Experiment with new recipes and flavors to keep your meals exciting and nutritious.

April Accomplishments

- » We have 18 Homebased Caseworkers
- » We had the opportunity to speak at the All Staff meeting in Madison County with over 80 FCM's and Supervisors.
- » We met with the Juvenile Probation assistant to the judge and the probation officers and they will be using our services and we just received our first "Transition From Restrictive Placement' referral.
- » We set up our Crisis Response center and as of April 15th, we've had seven clients.
- » We hired an ABA specialist who specializes in working with children on the spectrum. She will be working to provide Parent Education as well as work with children with behaviors.



Our Way Forward For The Month of May

- » We are continuing to strategically assign cases and maximize them so our providers can achieve full time hours. The goal is for every provider who wants to be at 40 + hours to achieve that by May 15th.
- » We are concentrating on hiring Burmese caseworkers to serve the Burmese community in south Marion County.

Important Meeting in May

Just a heads up. We have **an all team required DCS meeting in May.**

Thursday May 16th from 10am to 1pm.
(Lunch provided)

Topic: De-escalation and other in house agenda.

Location: HF 3rd floor conference room

Please ensure to arrange your schedule for this time. Please be reminded that if you miss this training then you will have to pay for a make-up training per hour at your offer rate.

The regular staffing agenda for May will be sent soon.

This will count as staffing hours as well. Please let me know if you have any questions or concerns.

Signed,
Tracey Lynch

The Pregnant Workers Fairness Act

Empowering Working Mothers: The Pregnant Workers Fairness Act"

The Pregnant Workers Fairness Act was finalized and enacted April 15th giving "reasonable accommodation" to a qualified employee's or applicant's known limitations related to, affected by or arising out of pregnancy, childbirth or related medical conditions, unless the accommodation will cause the employer "an undue hardship."

Upcoming Training sessions

Register for the Onsite DCS Practice Model Training sessions. **RSVP** by emailing tracey@ignitefamilies.com.

Ignite Families will cover the cost of the registration fees.

DCS East Office
July 16, 2024

DCS North Office
October 2, 2024



Upcoming virtual Training sessions

Trauma Informed Safety Planning 5/22

Registration Link:
<https://secure.qgiv.com/for/icadv/event/tisafetyplanning/>

Understanding Protective and No Contact Orders 6/4

Registration Link:
<https://secure.qgiv.com/for/icadv/event/traumainformed-safetyplanningcopy/>



Danger Assessments: Understanding Lethality Factors in IPV 7/9

Registration Link:
<https://secure.qgiv.com/for/icadv/event/dangerassessments/>

Understanding Abuse Intervention Programs for Service Providers 9/10

Registration Link:
<https://secure.qgiv.com/for/icadv/event/daulfiic/>

If you have any issues with registration, please contact Nicole at ICADV.

Nicole Blackburn (she/her)

Training Coordinator

Indiana Coalition Against Domestic Violence

O: (317) 917-3685 x117

Email: nblackburn@icadvinc.org Website: www.icadvinc.org

Payroll Calendar

May

05

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

06

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Let's Celebrate!

Happy Birthday!

Ceidre McDonald - February 8

Joel Shumate - March 13

Kelli Cave - April 20

Nydia Harris - May 2

Crystal Brown - May 5

Antonio Quinones - May 6

Johnathan Crenshaw - May 6

Louis Jackson - May 23

Darrell Vardiman - June 4

Congratulations!



Nydia Harris for graduating from Ivy Tech in May!



MONTHLY DEADLINE DATES

Daily

Enter your notes for today to avoid being locked out.

1st

Ignite Virtual Team Meeting 7:30am.
Reports from the previous month due on the 1st

3rd

Notes and reports feedback from Tiffanie

5th

Updates to all notes and reports due for FINAL
billing

7th

Drafts of ALL reports due

10th

Reconcile your invoices from Charles Sr.

15th

1st staffing session due

20th

Reconcile your invoices from Charles Sr.

20th

Check for and request additional units

23rd

Schedule your 1 on 1 with Tracey

30th

Reconcile your invoices from Charles Sr.

**Last Day of
the Month**

All notes are due by 11:59pm. ALL MUST BE ENTERED

Contact List

<p>Darrell Vardiman, CEO Tax withholding, 401K, community opportunities and partnerships.</p>	<p>Tracey Lynch, CFOO Cases, DCS/FCM issues, issues in the field, scheduling and organizing, one x one staffings, strategy and problem solving.</p>
<p>Levi Osborn Employment Engagement Coordinator: HR matters, personnel file documents, Gmail issues, Paychex system, discrepancies with pay, refer applicants for employment, hiring events, employee resources</p>	<p>Rose Goodman Director of Crisis Response and Office Manager: Office related matters, door codes, crisis response center, suggestions, feedback, employee events, copies of Evidence Based Curriculum (Domestic Violence and Parent Education).</p>
<p>Tiffanie Forte-Hunter CMP Manager: CMP issues, questions, notes, treatment plans, reports. Scoring parent education assessments.</p>	<p>Charles Henderson II Request additional units, add a provider to an existing case, transfer cases from one provider to another, CPS checks, personnel file updates.</p>
<p>Tissia Henderson Copy her on your first introduction email to your FCM's.</p>	<p>Vicki Davis, Insurance Specialist Questions regarding AFLAC, life insurance enrollment. Reach her at 317-557-4967.</p>
<p>Charles Henderson, Sr. Invoice reconciliations on the 10th, 20th, and last day of the month, referral assignment in CMP</p>	



Thank you for reading!

ignite
FAMILIES

Kindling Joy, Fostering Unity

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