



BIS Newsletter

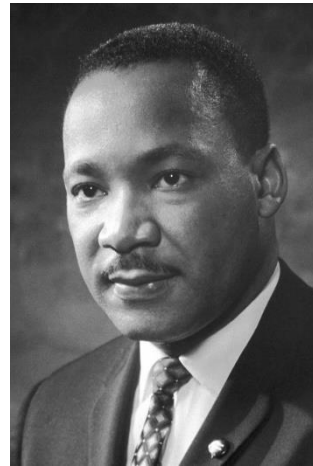
January 2025

UPCOMING HOLIDAYS

Martin Luther King Jr. Day **Monday, January 20th**

This federal holiday is on the third Monday of January. It celebrates the life and achievements of Martin Luther King Jr., an influential American civil rights leader.

To learn more about Martin Luther King Jr., visit the National Park Services website: nps.gov/subjects/npscelebrates/mlk-day.htm



PAYCOR INFORMATION

EMPLOYEE CONTACT INFORMATION

Employees can now update their own contact information, including your address, phone number and email. You can find the procedure on how to update your information on the Employee resources tab on the BIS website or go to

<https://behaviorinterventionservices.com/wp-content/uploads/2024/11/How-to-update-your-contact-information-in-Paycor-1.pdf>.

TRAINING OPPORTUNITIES FOR DSP POSITIONS

We are thrilled to announce a series of upcoming training opportunities for our DSP positions! These sessions are designed to support your professional development and provide you with valuable tools and knowledge to excel in your role.

Training Details

- **Location:** Metro Office Building
- **Registration:** Please contact Rebecca Kinder at the front desk or email RKinder@bis-stl.com to register.
- **Compensation:** Your time will be compensated for attending these trainings.

Below is the schedule of available trainings. Dates for January through March are confirmed, while the schedule for April through December will be finalized and shared as soon as possible:

January–March

- **January 17, 2025** | 9:30 AM–12:30 PM | *Setworks and Financials*
- **February 14, 2025** | 12:30 PM–3:30 PM | *Nutrition/Cooking*
- **March 4, 2025** | 4:30 PM–6:30 PM | *MANDT Refresher*
- **March 27, 2025** | 12:00 PM–2:00 PM | *MANDT Refresher*

April–December (Tentative Topics)

- **April** | 9:30 AM–12:30 PM | *Adaptive Equipment/Vans/General Maintenance*
- **May** | 12:30 PM–3:30 PM | *HCBS/Interacting with Clients/Community Access and Activities*
- **June** | *MANDT Refresher*
- **July** | 12:30 PM–3:30 PM | *Setworks and Financials*
- **August** | 9:30 AM–12:30 PM | *Nutrition/Cooking*
- **September** | *MANDT Refresher*
- **October** | 12:30 PM–3:30 PM | *Adaptive Equipment/Vans/General Maintenance*
- **November** | 9:30 AM–12:30 PM | *HCBS/Interacting with Clients/Community Access and Activities*
- **December** | *MANDT Refresher*

We hope you will take advantage of these opportunities to enhance your skills and grow professionally. If you have any questions or need assistance with registration, please don't hesitate to reach out. Thank you for your dedication to making a difference!

INCLEMENT WEATHER

It is that time of year when the weather is getting cold and maybe even see some snow or ice.

Follow these steps when you are out driving to stay safe:

1. Leave early and give yourself enough time to make it to your destination. Be patient.
2. Keep an emergency preparedness kit in the trunk of your car. Some items include:
 - a. Jumper cables
 - b. Tool kit and reflective triangles and brightly colored cloth to make your vehicle more visible
 - c. Flashlight and extra batteries
 - d. Nonperishable foods and water
 - e. Warm clothing, blankets, rain poncho, and snow brush
3. Slow down. Even if you have all-wheel drive, reduce your speed about 10 miles per hour or reduce until comfortable.
4. Beware of black ice especially on overpasses and bridges. Slow down!
5. Avoid tailgating. Leave plenty of room between yourself and the car in front of you to give plenty of room to stop if someone breaks suddenly.
6. Don't brake during a turn. To avoid a spin out, gradually start turning the steering wheel and tapping the brakes lightly before the curve. Then coast through the turn with your foot off the brake and off the gas, so as not to gain speed.

Additional winter weather tips:

1. Pre- and post-trip inspections on your car should be completed and items such as wipers, lights, and snow tire chains should be in good working order.
2. Space heaters can be a fire hazard if used incorrectly. Use them at least three feet away from combustibles.
3. As the outside temperature drops, so does tire inflation pressure. Make sure each tire is filled to the vehicle manufacturer's recommended inflation pressure, which is in your owner's manual and on a label located on the driver's side door frame.

BIS BUCKS STAFF RECOGNITION PROGRAM

The BIS Bucks system is our way of allowing our staff and supervisors a quick way to say “Thank you” and “Way to Go!” for any and all deeds that coincide with our CORE Values of

Compassion, Honesty, Commitment and High Standards.

Each employee can nominate up to 5 times monthly, 15 times per quarter (Supervisors have 7 / 21, respectively)

To utilize the system:

- Choose the recipient’s name and CORE Value that you feel best defines why you are recognizing them.
- Add your words of appreciation, encouragement or just something fun. (We ❤️ funny quotes!)
- Each time you nominate, your recipient will be given 1 BIS BUCK (½ monetary value) 📄
- Accumulate BUCKs for grandiose prizes, lavish trips and outrageous fortune 🌴💰💎 (ok, ok, that is completely false...but you can turn them in for great gift cards to the store of your choice.)
- Contact Hiring Manager Lisa Arnett at larnett@bis-stl.com for additional information regarding your balance and available electronic gift cards.

If you would like to recognize someone, go to behaviorinterventionservices.com/bis-bucks/ and fill out the form.

IDEAS FOR EVENTS ISL CLIENTS COULD ATTEND

Looking for something fun to do with your client? Here are some events around the area. If there is a \$\$ before the event name, then there is an entrance and/or parking fee.

Purple = St. Charles County

Green = St. Louis

Suson Park (STL), Animal Farm Hours: Normal Park hours: dusk to dawn (admission is free), Barn House Hours: Open 10:30 am to 3 pm Daily (admission is free). [Information](#)

Eagle Watch Event (SCC), Saturday, January 18 from 10am-1pm at Riverside Landing, 101 Riverport Lane, St. Charles, MO, 63301. Bald Eagles flock to Missouri in the winter months and Riverside Landing in St. Charles is the perfect place to watch them! Join our Park Rangers at the park's scenic overlook where spotting scopes and binoculars are provided. Eagle activities and a toasty campfire are available. [Information](#)

The Great Train Show at St. Charles Convention Center (SCC), admission is free, but you can purchase things at the event if you wish. Hours: Saturday, January 25th and Sunday, January 26th from 10 am to 4 pm. [Information](#)

Public Stargazing Every Friday Night at Broemmelsiek Park (SCC), free to attend. This is hosted by the St. Charles County Parks Department and the Astronomical Society of Eastern Missouri (ASEM) after sunset at the outdoor Astronomy Site in Broemmelsiek Park (weather permitting). Enjoy the view of the night sky as it changes through the seasons! There will be telescopes there that you will have the chance to look through. Stargazing takes place outdoors year round, dress appropriately. Check the calendar on the link for the exact time of each event and cancellations. [Information](#)

Economy Museum at the Federal Reserve Bank of St. Louis (STL), admission is free, but you will have to find your own parking as the place does not have any. Hours: Monday to Friday from 9 am to 3pm. All visitors over 18 must present a valid government-issued photo ID, such as a driver's license or passport, upon arrival. Show me the money! It will teach visitors about scarcity, market equilibrium, global trade, the function of the Federal Reserve and more in unexpected ways. Learn to identify the security features of cash. Try to lift a 28-pound gold bar. Buy stocks on the International Stock Exchange. And when it's time to leave, walk out with a small bag of shredded bills as a souvenir. [Information](#)

Soulard Market (STL), hours: Wednesday to Saturday 8 am to 5 pm. There is plenty to buy, of course, but you can just walk around the market, see flowers and local produce and score a few samples. [Information](#)

\$\$ Michaels Online Classes (Virtual), crafting and art classes are free to attend and take place on Zoom at their designated time based on class chosen. Preregistration for each class is required. You may purchase the materials if you would like to work at the same time with the instructor. See the individual classes for specific details. [Information](#)

\$\$ Monster Jam at America's Center & The Dome (STL), see link for specific ticket prices and times for Saturday, January 18 and Sunday, January 19. [Information](#)

\$\$ Sensory-Friendly Morning at the City Museum (STL), Saturday, January 25, 2025 from 8:30 AM – 10:30 AM at the City Museum, 750 N 16th Street, St. Louis, MO 63103. Climb, slide, jump, and play in the many unique areas the museum has to offer. To ensure this event is sensory-friendly, lighting and audio adjustments will be made where able, trained Easterseals staff will be on hand until 10:30 AM, and registration is limited. While we try to make these events as sensory-friendly as possible, noise-canceling headphones are recommended for people sensitive to sounds due to this venue's acoustics. A calming space will be available on the second floor. This event is open to people of all ages. Please note, the fourth floor, MonstroCity, gift shops, and food/beverage stands will be closed. Complimentary parking will be available until 9:30 AM in the City Museum lot, located at 16th and Delmar and enclosed by cement serpents. **After 9:30 AM, parking will be \$15 per vehicle. Additional parking is available in the surrounding area. Registration is \$1 for everyone three years and older:** [Register HERE](#)

\$\$ St. Louis Golf Expo at St. Charles Convention Center (SCC), Friday, January 31st to Sunday, February 2nd and is \$17 per adult. Whether you're a seasoned pro, an enthusiastic beginner, or simply love the game, the St. Louis Golf Expo offers something for everyone. [Information](#)

\$\$ Grant's Farm (STL), admission is free, and parking is \$16 when purchased online. [Information](#)

\$\$ Magic Mini Golf (STL), see link for hours and prices on the different activities. [Information](#)

\$\$ St. Louis Science Center (STL), general admission is free, and parking is \$15. There are other attractions besides general admission that cost to see. [Information](#)

\$\$ Sophia M. Sachs Butterfly House (STL), general admission is \$8 per person. [Information](#)

\$\$ Value Tuesdays at Marcus Theatres (SCC & STL), \$7 for nonmembers and \$6 for members to see any movie playing that day. [Information](#)

TACTILE HOBBY IDEAS FOR CLIENTS

Tactile hobbies engage your sense of touch and provide a hands-on, immersive experience. Here are some hobbies to consider:

- **Knitting and Crocheting:** These activities involve working with yarn and needles or hooks to create textiles. They are great for fine motor skills and can be very calming.
- **Gardening:** Working with soil, planting seeds, and tending to plants can be both relaxing and rewarding.
- **Baking and Cooking:** Preparing food from scratch engages multiple senses and provides delicious results.
- **Origami:** Folding paper into intricate designs can be a relaxing and tactile art form.
- **Painting and Drawing:** Using brushes, pencils, or hands to create art on canvas or paper offers a tactile engagement with the materials.
- **Beadwork and Jewelry Making:** Designing and crafting jewelry with beads, wire, and other materials provides a detailed, hands-on experience.

These hobbies can offer a rich sensory experience and a sense of accomplishment.

HR CORNER

NOVEMBER PERFECT ATTENDANCE AWARD

Congratulations to Tyesha Pernal for perfect attendance in the month of November! As a result, she won a \$50 gift card and a spin on our prize wheel!

We appreciate all our employees who show consistency and a passion for their career.

DECEMBER PERFECT ATTENDANCE AWARD

Congratulations to Elizabeth Underhill for perfect attendance in the month of December! As a result, she won a \$50 gift card and a spin on our prize wheel!

We appreciate all our employees who show consistency and a passion for their career.

NOW HIRING!

BIS is now hiring for the following positions

- RBT for the ISL Department
- RBT for the SPROUTS Clinic
- BCBA for SPROUTS and IRBT
- Clinic Coordinator for SPROUTS
- Direct Support Professional
- Behavioral Direct Support Professional
- ISL Manager
- Day Hab Direct Support Professional

If this sounds like something you would be interested in, go to behaviorinterventionservices.com/employment/ and apply today!

Not sure what position would best fit you? Give us a call at 314-395-9375 and our knowledgeable staff are available to answer any questions you may have about our career opportunities!

Open Shifts Available

- Overnights – North County
- Mix of days and evenings – Creve Coeur, O’Fallon, Webster
- Evenings – Florissant, Rockhill, St. Charles, O’Fallon, Crestwood

DECEMBER NEW HIRES

Welcome all new hires who joined BIS in December

- JoMarion Jackson – DSP at North Lang
- Tiana Fair – DSP at Ridge
- Tahlor Easterling – RBT at Sprout
- Nicole Williams – ISL Manager
- Kent Young – Behavioral DSP
- Bryce Sanders – IRBT
- Heather Pratt – DSP
- Tajudeen (TJ) Aderibigbe – DSP at Ridge
- Marie Burns – ISL Manager
- DeAira Stevenson – DSP
- Niesha Summers – IRBT
- Areanna Neal – DSP at Florent

JANUARY BIRTHDAYS AND ANNIVERSARIES

Birthdays:

- Alyssa Coha
- Blair Harmon
- Rose Jones
- Javon Samuel
- Jonathan Sholar
- Christopher Wild

Anniversaries:

- William Metroff – 1 year
- Alexia Park – 1 year
- Lawanna Russ – 1 year
- Abeku Pearson – 1 year
- Makaya Johnson – 2 years
- Senobia Cross – 3 years
- Melissa Mohr – 4 years
- Jamilya Klamert – 6 years
- Erin Moore – 6 years

2025 PAY CYCLE

DATES WORKED		PAY DAY for DATES WORKED
Start Day at 12:00am (Monday)	End Day at 11:59pm (Sunday)	Date of Pay
December 9, 2024	December 22, 2024	January 3, 2025
December 23, 2024	January 5, 2025	January 17, 2025
January 6, 2025	January 19, 2025	January 31, 2025
January 20, 2025	February 2, 2025	February 14, 2025
February 3, 2025	February 16, 2025	February 28, 2025
February 17, 2025	March 2, 2025	March 14, 2025
March 3, 2025	March 16, 2025	March 28, 2025
March 17, 2025	March 30, 2025	April 11, 2025
March 31, 2025	April 13, 2025	April 25, 2025
April 14, 2025	April 27, 2025	May 9, 2025
April 28, 2025	May 11, 2025	May 23, 2025
May 12, 2025	May 25, 2025	June 6, 2025
May 26, 2025	June 8, 2025	June 20, 2025
June 9, 2025	June 22, 2025	July 4, 2025
June 23, 2025	July 6, 2025	July 18, 2025
July 7, 2025	July 20, 2025	August 1, 2025
July 21, 2025	August 3, 2025	August 15, 2025
August 4, 2025	August 17, 2025	August 29, 2025
August 18, 2025	August 31, 2025	September 12, 2025
September 1, 2025	September 14, 2025	September 26, 2025
September 15, 2025	September 28, 2025	October 10, 2025
September 29, 2025	October 12, 2025	October 24, 2025
October 13, 2025	October 26, 2025	November 7, 2025
October 27, 2025	November 9, 2025	November 21, 2025
November 10, 2025	November 23, 2025	December 5, 2025
November 24, 2025	December 7, 2025	December 19, 2025
December 8, 2025	December 21, 2025	January 2, 2026
December 22, 2025	January 4, 2026	January 16, 2026
January 5, 2026	January 18, 2026	January 30, 2026

* The check dates in yellow will include mileage payouts

2025 HOLIDAY SCHEDULE

OFFICE

The office will be closed in 2025 in observance of the following Holidays. Salaried or hourly office employees over 30 days are not required to work holidays.

January 1/1/25

Memorial Day 5/26/25

4th of July 7/4/25

Labor Day 9/1/25

Thanksgiving 11/27/25

Christmas Day 12/25/25

Floating Holiday-Can be used for any holiday with 30-day advance approval and request.

Full Time RBT's Clinic, Day Program or ISL

- Salaried RBT's follow office holiday schedule.
- Hourly RBT's have the option of requesting and taking PTO or picking up shifts in the ISL.

Part time RBT's

- NH clients may request staff during the following holidays. Staff that choose to work on these days will be paid their current wages and do not qualify for holiday pay.

Memorial Day

Independence Day

Labor Day

Thanksgiving

Christmas Day

New Years' Day

ISL DSP

- BIS will pay a rate of time and one half for employees that work the following holidays during the specific times.

Holiday observed	Hours during which time and a half is paid	Additional PTO earned for supervisors on call/working
Memorial Day	1pm – 8 pm	8 hours to be used in May only
4 th of July (Independence Day)	12 pm – 10 pm	8 hours to be used in July only
Labor Day	1pm – 8pm	8 hours to be used in September only
Thanksgiving	11am – 6pm	8 hours to be used in Nov only
Christmas Eve	5 pm – 12 am	4 hours to be used in Dec only
Christmas Day	12 am – 12 am	8 hours to be used in Dec only
New Years' Eve	7 pm – 12 am	4 – 8 hours total between NYE/NYD to be used in Jan only
New Years' Day	12 am – 3 pm	4 – 8 hours total between NYE/NYD to be used in Jan only

- **Salaried exempt ISL staff will receive additional pay in the amount of \$20 an hour** for any shift worked on a holiday during the above designated times. They are on call from 12 am the day of the holiday until 12 am of the following day. In addition, any ISL Manager who is on call on a BIS recognized holiday will receive an additional 8 hours to their PTO bank.

Behavior Analysts, and other billable salaried employees

- May bill for one day less of billable hours for the month in which the holiday falls.

DHSS Staff

- All DHSS staff will be assigned to work in ISL Shifts during their normal hours on the Holidays (including Christmas).
- DHSS staff may request PTO if available to be used during the holiday according to request off policy.
- DHSS employees will be excused from any shortage in hours during the Christmas break. Employees will be auto assigned for holiday shifts unless requested off appropriately.

DECEMBER SETWORKS STATISTICS

Below are the SETWorks statistics for completed and on-time notes for September, October, November, and December:

Note Completion Rate

Location	09/2024	10/2024	11/2024	12/2024
Ballas	83%	88%	94%	91%
Canfield	100%	72%	79%	89%
Clinic	100%	100%	100%	100%
Crestwood	92%	96%	98%	98%
Fenton	94%	93%	86%	83%
Fenton - David	33%	80%	80%	83%
Florent	82%	86%	83%	87%
Fox Bridge	96%	100%	96%	100%
Gilbert	73%	86%	93%	77%
Hidden Ridge	100%	84%	100%	96%
North Lang	89%	94%	78%	87%
Ridge	96%	94%	92%	95%
St. Ann	83%	83%	78%	87%
St. Charles	100%	100%	99%	100%
St. Peters	97%	89%	85%	98%
Stone Creek	95%	94%	91%	97%
Teson	80%	76%	76%	81%
Tulane				91%
Turf	95%	83%	95%	88%
Welsh	91%	89%	94%	90%

On-time Rate For Entered Notes

Location	09/2024	10/2024	11/2024	12/2024
Ballas	100%	97%	90%	95%
Canfield	94%	90%	97%	100%
Clinic	96%	97%	97%	98%
Crestwood	96%	95%	95%	91%
Fenton	84%	93%	99%	99%
Fenton - David	93%	97%	95%	91%
Florent	98%	97%	97%	88%
Fox Bridge	96%	97%	96%	100%
Gilbert	99%	97%	92%	97%
Hidden Ridge	100%	100%	100%	100%
North Lang	86%	91%	84%	90%
Ridge	95%	93%	98%	93%
St. Ann	93%	100%	96%	97%
St. Charles	100%	99%	96%	98%
St. Peters	87%	99%	92%	93%
Stone Creek	92%	100%	98%	100%
Teson	78%	95%	98%	93%
Tulane				83%
Turf	67%	93%	87%	87%
Welsh	98%	99%	99%	98%

Completed Notes - ISL Average

09/2024	10/2024	11/2024	12/2024
88%	88%	89%	90%

On-time Notes - ISL Average

09/2024	10/2024	11/2024	12/2024
92%	96%	95%	94%

Congratulations to Clinic, Crestwood, Fox Bridge, and St. Charles for having the highest percentage of completed notes!

Congratulations to Canfield, Fox Bridge, Hidden Ridge, and Stone Creek for having the highest percentage of on-time notes!

Keep up the good work, and be sure to turn in your notes on time!