



2014 Aging Services of Minnesota Stars Among Us Awards

Individual Awards

Caregiver of the Year
Volunteer of the Year
Kal Michels Outstanding Leadership Award
Ray Johnson Leadership in Action Award
Spirit of Aging Award
Trustee of the Year

Organizational Awards

Excellence in the Workplace
Community Impact Award
Leading Change Innovation Awards



Stars Among Us



Call for Nominations

Nomination Deadlines:

Leading Change Innovation Awards: Friday, Sept. 6, 2013

All Other Awards: Friday, Oct. 4, 2013

2014 Stars Among Us Awards Program

Call for Nominations

Dear Members:

One of the highlights of the Aging Services Institute each year is the Stars Among Us award presentations recognizing the best of the best in our profession. I am very excited to present our 2014 slate of awards and invite you to nominate one or more “stars” in your organization. Our staff caregivers, volunteers and trustees are often the unsung heroes of our organizations. During difficult economic times, it is even more critical to recognize those folks who give their heart, soul and passion to creating home for the older adults we serve.

The Stars Among Us awards consist of six prominent individual awards for caregivers and volunteers (statewide and district awards), leadership, trustees and active residents who defy the stereotypes of aging. The Caregiver of the Year, open to all direct and non-direct caregivers, remains our highest honor.

We also offer three organizational awards complementing Aging Services’ brand promise of Leading Change, Changing Lives. Take a look inside to see the exciting opportunities to let your organization shine!

The deadline to nominate for individuals and organizations is **Friday, October 4th**, and the deadline for submitting Leading Change Innovation Award nominations in one of many categories is Friday, September 6th. The winning Innovation award entries are showcased as educational programs at the 2014 Institute.

We know that all member organizations have outstanding staff deserving of this recognition. I invite you to invest a little time and effort in nominating your shining stars so that we can recognize them on a statewide platform.

The process to nominate an individual or your organization is really very simple. Please take the time to discuss the awards among your leadership and send in nominations. If you need help or guidance in completing your nomination, please contact me and I will be happy to help.

Sincerely,



Jodi Speicher, Chair
Aging Services of Minnesota Awards and Recognition Committee
Good Shepherd Community, VP of Sales and Marketing
320.258.9364
jodispeicher@goodshepherdcampus.org



How to Nominate

Award nominations may be submitted by mail or online at www.agingservicesmn.org. Be sure to include all information required by the award criteria. Supplemental documents can be emailed to awards@agingservicesmn.org or mailed to:

Attn: 2014 Stars Among Us Awards
Aging Services of Minnesota
2550 University Avenue West, Suite 350 South
St. Paul, MN 55114-1900

Judging

Nominations for the 2014 Awards are reviewed by the Awards and Recognition Committee comprised of Aging Services Members:

- Jodi Speicher, Chair, Good Shepherd Community, Sauk Rapids
- John LeBlanc, Vice Chair, Saint Therese of New Hope, New Hope
- Dave Bahr, Hiller Commercial Floors, Rochester
- Sue Boyd, Elim Care, Inc., Eden Prairie
- Lisa Curry, Sunrise of Golden Valley, Golden Valley
- Dan Erickson, Waverly Gardens, North Oaks
- Barbara Garrity, Pelican Valley Health Center, Pelican Rapids
- Cheryl Levy-Shilkrot, St. Therese Southwest, Hopkins
- Kathi Payne, Saint Therese of New Hope, New Hope
- Julie Pitsenbarger, Ecumen, Shoreview
- Heidi Schneider
- Rita Waxon, Guardian Oaks, Elk River

Award Notification and Announcement

Award recipients will be notified in November following approval by the Awards Committee. The awards will be publicly announced and recipients will be honored during the 2014 Aging Services Institute, February 5-7, 2014.

Questions

Contact Barbara Landeen at Aging Services of Minnesota, blandeen@agingservicesmn.org or call 651.645.4545 or 800.462.5368.

How to Submit a Winning Nomination

1. This nomination booklet is meant to be shared with your entire organization. Nominations can and should come from all departments. Route this nomination booklet to your department heads. You can print more online or call us for additional copies.
2. Start planning early to allow yourself plenty of time to collect the information, write the nomination and review it before the submission deadline.
3. Gather your team for a meeting about the Stars Among Us Awards or add the awards to the next team meeting agenda. Discuss possible candidates from within your organization and verify eligibility and strength of qualities. Decide on your nominees, and select a person to coordinate each nomination.
4. For organizational awards, discuss possible innovative programs or projects to nominate, or how your organization might be eligible for the community impact and workplace awards. Nominations for organizational awards fare better when input from all departments is included.
5. Read the eligibility and criteria for the award carefully and be sure to address each specific criteria of the award with concrete, detailed descriptions and examples.
6. Solicit relevant information and letters of support for each nominee.
7. For best results, prepare your nomination in a text document before submitting it online. Check for spelling, grammar and completeness. When you are satisfied with your nomination, print a copy for yourself then copy/paste into the electronic form.
8. All nomination materials are sent to the selection committee electronically, so keep supplemental materials to things that are easily photocopied or scanned.
9. Conduct a final review of your nomination, edit as needed and mail, fax or submit online before the deadline.
10. Remember that we're here to help. Call or email us with any questions!

If you have any questions about whether your idea is a good candidate for an award, feel free to contact us at awards@agingservicesmn.org or 651.645.4545

NOMINATION DEADLINE

Leading Change Innovation Awards:

Friday, Sept. 6, 2013

Individual and Organizational Awards:

Friday, Oct. 4, 2013

Rewards

Previous award recipients have stressed the *positive public relations value to their organization* of receiving an Aging Services of Minnesota Award. A professional photographer will take pictures of award recipients during the presentation ceremonies. Our public relations staff prepares news releases for your use with your local media.

LEADING CHANGE INNOVATION AWARDS

Nomination Deadline: Sept. 6, 2013

Innovation is the realization of a creative idea. It has the power to transform our field as we know it today. Innovation truly changes lives.

Purpose

The **Leading Change Innovation Awards** recognize and showcase exceptional innovation in older adult services.

This award stems directly from Aging Services of Minnesota's mission, **working together to create the future of older adult services through excellence and innovation**. The Leading Change Innovation Awards serve as a platform to share innovative programs and ideas with the Aging Services membership community to help advance and transform the way we care for older adults.

Potential Categories

- Direct Care – social services, therapy services, recreation/activities, nursing, pastoral care
- Support Services – transportation, nutritional services, communications, business office, environmental services
- Building Design, Construction, Energy Conservation, Sustainable Green Design
- Programming and Life Enrichment
- Work Force Development
- Assistive Technology
- Marketing
- Financial
- Other emerging trends (specified by nominee)

Executive Summary addressing:

- Description of program or design, and how it is innovative, new and/or different
- Why it was developed, including specific purpose and goals
- Financial implications for start-up, implementation and ongoing operation
- How this innovation will improve/change lives in terms of staffing/operations/financial; care delivery; and/or quality of life
- How you will measure the impact and success of this innovation; provide benchmarks and any available supporting data
- Potential for others to replicate

Sharing Your Success

Award Recipients are expected to present their winning program at the 2014 Institute as a concurrent educational session. This is a great way to share your great work and help other providers grow professionally and better serve their customers.

Supporting Materials

You may choose to submit additional supporting materials such as letters of support/recommendation, brochures, certificates, photographs, etc. Supporting materials must be easily duplicated for distribution to the award judging panel. Materials will not be returned unless requested in writing.

Stars
Among Us



Organizational Awards

Nomination Deadline: Oct. 4, 2013

EXCELLENCE IN THE WORKPLACE AWARD

Purpose

Honors an older adult services organization as an employer of choice for progressive practices that enhance employee satisfaction and retention, promote careers in the field and/or invest in employees.

Eligibility Requirements

Any Aging Services of Minnesota member organization is eligible.

Criteria

Executive Summary addressing at least three or more criteria areas:

- Evidence of sustained employee satisfaction and retention.
- Evidence of employees benefiting from improved physical work environment
- Proactively promotes older adult services careers through partnership programs with educational institutions, workforce centers, etc.
- Develops/supports employees for future career growth through access to professional development opportunities or continuing educational scholarships
- Established initiatives that ensure staff voices are heard and valued (e.g., staff participation is sought on key decisions about organizational change/growth)
- Identify and share best practices across departments and develop common action plans for improvements

Nomination MUST include supporting letters from at least two employees from different areas/department of the organization

COMMUNITY IMPACT AWARD

Purpose

Honors a member organization that goes beyond its health service or housing role to support and/or improve the greater community; extended services beyond the traditional scope of resident care; and demonstrates social responsibility and the organization's role as a responsible corporate citizen.

Eligibility and Requirements

Any Aging Services of Minnesota member organization is eligible.

Criteria

- The organization fills a demonstrated community need beyond the traditional resident care and services
- Provides economic value and support to the community through stable employment and local business patronage
- Demonstrates social responsibility through community projects and involvement
- Example of activities or programs demonstrating the organization's core mission in action (include your organization's mission in your nomination)



Individual Awards

Nomination Deadline: Oct. 4, 2013

CAREGIVER OF THE YEAR

(Statewide and District Awards)

Purpose

Honors those who greatly enhance the quality of life for seniors and their communities through direct care or support services to residents. This award is open to individuals in a wide range of service roles:

- Universal/Blended Worker
- Nurse, Nursing Assistant, Personal Attendant
- Care Manager, Resident Assistant
- Home Health Aide
- Health & Wellness Aide
- Social Worker
- Activities Assistant
- Rehabilitation/Physical Therapy
- Spiritual Care
- Business Office/Administrative Support
- Dietary/Nutritional Services
- Laundry/Housekeeping
- Environmental Services/Facility Management
- Human Resources

Eligibility and Requirements

Any employee working in a non-managerial role who has direct contact with a resident or in a supporting role to direct caregivers is eligible. Members may nominate more than one individual in this category. The nominee's supervisor, administrator or housing manager must make the nomination and it must include a supporting letter from a peer.

Criteria

- Demonstrates exceptional commitment to those entrusted to his/her care and/or operational functions of the organization that support direct caregivers
- Specific actions taken to enhance and enrich the quality of life and/or living conditions of aging persons
- Outstanding actions or attitudes displayed in treating the whole person
- Why this person is being nominated over others

VOLUNTEER OF THE YEAR

(Statewide and District Awards)

Purpose

Honors volunteers who enhance the quality of life for seniors and their communities.

Eligibility and Requirements

Any individual or distinct group that is registered as a volunteer or auxiliary member of an Aging Services of Minnesota member is eligible. Members may nominate more than one individual in this category. Each nomination must include a supporting letter from the administrator or housing manager and up to three additional letters of support from other individuals.

Criteria

- Demonstrates exceptional commitment to seniors
- Specific actions that enhance and enrich lives of aging persons
- Outstanding in promoting the mission and goals of the organization they serve
- Why this person is being nominated over others



KAL MICHELS OUTSTANDING LEADERSHIP AWARD

Purpose

Honors a person whose leadership has enhanced the work environment in their organization and the quality of life for residents and the community; has provided excellent leadership to their employees and provides community service.

Eligibility and Requirements

Employees of Aging Services member organizations in top level executive, care center administrator, housing director or similar roles are eligible. Nominations must include at least one supporting letter from the nominee's staff or board and may include up to three additional supporting letters from community members or residents/tenants.

Criteria

- Specific actions to enhance and enrich the lives of aging persons and provide leadership to their organization/staff
- Examples of leadership advancing the mission and goals of their organization
- What has been undertaken and accomplished that demonstrates commitment to a team approach for staff
- Why this person is being nominated over others

Who was Kal Michels?

This award is named for the late Kal Michels, former administrator of St. Francis Home in Breckenridge and Chair-Elect of Aging Services of Minnesota (then MHHA) at the time of his death. The strengths Kal Michels brought to his work were a deep commitment to his community and organization along with the people who lived and worked at St. Francis Home. His commitment was displayed through the many leadership positions he filled in his community, and his unfailing advocacy for quality care and services

RAY JOHNSON LEADERSHIP IN ACTION AWARD

Purpose

Honors a person whose actions and leadership greatly enhance the work environment in their housing or LTC building and the quality of life for their residents; and has taken action to provide leadership to their employees or coworkers. This award is given to a person in a leadership or management role but not the top executive in the organization (administrator, housing director, CEO).

Eligibility and Requirements

Any person employed in a middle management, department head, supervisory level or leadership position in an Aging Services of Minnesota care center or senior housing member is eligible. Nominee must supervise one or more employees and have at least two years of experience. Nominations must include at least one letter of support from a peer or supervisor and may include up to three additional letters of support.

Criteria

- Significant leadership skills
- Demonstrates exceptional commitment to seniors through their role
- Accomplishments that demonstrate commitment to a team approach for staff as a strong mentor and motivator for those supervised
- Why this person is being nominated over others

Who was Ray Johnson?

This award is named for the late Ray Johnson, a true senior housing pioneer. Ray brought to his work a fine sense of seniors as people of dignity and distinction who are capable of governing themselves and their communities effectively. He was an untiring advocate for older adults' self-determination.



SPIRIT OF AGING AWARD

Purpose

Presented to a resident/tenant/client or a group of individuals (resident council, volunteer group or the like) of an Aging Services member community that exemplifies the concept of positive and active aging.

Eligibility and Requirements

Any resident or group of residents of an Aging Services member provider organization is eligible.

Criteria

- Exemplifies the concept of active aging by engaging in activities that challenge the traditional stereotypes of aging
- Makes a positive difference in the lives of other seniors



TRUSTEE OF THE YEAR AWARD

Purpose

Honors a volunteer board member of a member organization whose leadership, service and actions have enriched the lives of older persons and enhanced their community.

Eligibility and Requirements

Any trustee (volunteer board member) of an Aging Services of Minnesota member organization who served during 2013 is eligible. Nomination must include a letter of recommendation from a board chair or other board officer and the organization's CEO, administrator or housing manager and up to three additional letters of support from other individuals.

Criteria

- Demonstrated exceptional commitment to seniors
- Specific actions taken to enhance and enrich the lives of aging persons
- Exceptional service provided to the organization, residents and the community at large
- Specific evidence of leadership in helping achieve the organization's goals and objectives attained during their leadership and up to three additional letters of support from other individuals.





Leading Change Innovation Awards Nomination Form

Nomination Deadline: September 6, 2013



This nomination is for the following award category (please check only one)

- | | |
|--|--|
| ☐ Direct Care | ☐ Work Force Development |
| ☐ Support Services | ☐ Assistive Technology |
| ☐ Building Design/Construction/
Energy Conservation/Green Design | ☐ Marketing/Public Relations/Sales |
| ☐ Programming and Life Enrichment | ☐ Financial Management/Financing Operations |
| | ☐ Other Emerging Trends (specify) |

All entries must be received in the Aging Services office or postmarked by midnight Sept. 6, 2013. Carefully follow the award criteria for your nomination in preparing your supporting documents.

Nominee Information:

Project/Program Name _____
Organization _____
Address _____
City/State/Zip _____
Contact Person _____
Title _____
Phone _____ Email _____

Aging Services District of Organization (A-G) _____

If your nomination is selected to receive the award, representatives from your organization are asked to present the winning program/project at the 2014 Institute in Minneapolis (Feb. 5-7, 2014) as a concurrent educational session. Please indicate whether you are able to be present.

☐ Yes ☐ No

Collaborative Partners

If your program/project is a collaborative effort with other organizations, please list the organization, contact person and contact information below.

Organization/City _____
Contact Person _____
Phone/Email _____ Email _____

Three Ways to Nominate

Mail this form along with your Executive Summary and supporting letters or other materials as indicated in the award criteria to:

Aging Services of Minnesota
Attn: 2014 Stars Among Us Awards
2550 University Avenue West, Suite 350-South
Saint Paul, MN 55114

Fax to 651.645.0002,
Attn: 2014 Stars Among Us Awards
Online: Submit your nomination electronically at
www.agingservicesmn.org

Questions? Email awards@agingservicesmn.org or
call 651.645.4545.



Individual Award Nomination Form

Nomination Deadline: October 4, 2013

This nomination is for the following award (please check only one)

- ☐ Caregiver of the Year
- ☐ Volunteer of the Year
- ☐ Kal Michels Outstanding Leadership Award
- ☐ Ray Johnson Leadership in Action Award
- ☐ Spirit of Aging Award
- ☐ Trustee of the Year



All entries must be received in the Aging Services office or postmarked by midnight October 4, 2013. Carefully follow the award criteria for your nomination in preparing your supporting documents.

Nominee Information:

Name _____
Title (if applicable) _____
Organization _____
Address _____
City/State/Zip _____
Title _____
Phone _____ Email _____

Aging Services District of Organization (A-G) _____

If selected to receive this award, is your nominee able to attend the Aging Services of Minnesota Institute in Minneapolis Feb. 5-7, 2014? ☐ Yes ☐ No

Nominator Information:

Name _____
Title (if applicable) _____
Organization _____
Address _____
City/State/Zip _____
Phone _____ Email _____

Three Ways to Nominate

Mail this form along with your letter of nomination and supporting letters or other materials as indicated in the award criteria to:

Aging Services of Minnesota
Attn: 2014 Stars Among Us Awards
2550 University Avenue West, Suite 350 South
Saint Paul, MN 55114

Fax to 651.645.0002, Attn: 2014 Stars Among Us Awards

Online: Submit your nomination electronically at
www.agingservicesmn.org

Questions? Email awards@agingservicesmn.org or call 651.645.4545.

All entries must be received in the Aging Services office or postmarked by midnight Oct. 4, 2013.



Organizational Award Nomination Form

Nomination Deadline: October 4, 2013



This nomination is for the following award (please check only one)

- ☐ Excellence in the Workplace Award
- ☐ Community Impact Award

All entries must be received in the Aging Services office or postmarked by midnight October 4, 2013. Carefully follow the award criteria for your nomination in preparing your supporting documents.

Nominee Information:

Organization _____

Address _____

City/State/Zip _____

Type of Organization:

- ☐ Care Center
- ☐ Housing
- ☐ Campus with both care center and housing
- ☐ Corporate office/Multi-site Organization
- ☐ Other: _____

Aging Services District of Organization (A-G) _____

Nominator Information:

Name _____

Title _____

Organization _____

Address _____

City/State/Zip _____

Phone _____ Email _____

Three Ways to Nominate

Mail this form along with your letter of nomination and supporting letters or other materials as indicated in the award criteria to:

Aging Services of Minnesota
Attn: 2014 Stars Among Us Awards
2550 University Avenue West, Suite 350 South
Saint Paul, MN 55114

Fax to 651.645.0002, Attn: 2014 Stars Among Us Awards
Online: Submit your nomination electronically at
www.agingservicesmn.org

Questions? Email awards@agingservicesmn.org or call
651.645.4545.

All entries must be received in the Aging Services office or postmarked by midnight Oct. 4, 2013.

AGING SERVICES OF MINNESOTA

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Suite 350 South
St. Paul, MN 55114-1900

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CALL FOR NOMINATIONS!

Nomination Deadlines:
Sept. 6, 2013 and Oct. 4, 2013

