



# THE CONCORD

*Official Newsletter of The OMO Group, Inc.*

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### **DO YOU HAVE A STORY TO TELL OR NEWS TO SHARE? IDEAS OR SUGGESTIONS?**

If so, please submit articles, announcements, or issues to fax:(210) 691-5122 or email to: [lorraine@omogroup.com](mailto:lorraine@omogroup.com)  
 You may also send by "snail mail" to:  
 The OMO Group, Inc.  
 Attn: Lorraine Williams  
 8627 Cinnamon Creek Dr.  
 Bldg. 401,  
 San Antonio, TX 78240

### **CORPORATE OATH**

Dedicated to providing professional healthcare services and maintaining close working relationships with our employees.

***A special thanks to all employees for your hard work, support, and dedication.***

**Olugba Omosowofa**

## **TIME SHEET PROCEDURES**

The semi-monthly controlled time sheet is the basic source document for controlling costs, billing clients, and calculating employees' wages and fringe benefit accruals. Submittal of time-sheets with false entries constitutes fraud and will be prosecuted. Employees found guilty of submitting false entries on the time sheets will be immediately dismissed without further notice or compensation for unpaid leave, and the matter may be referred to the appropriate authorities.

All time worked by an employee shall be recorded on the timesheet at the completion of each work day. All timesheets are to be completed in black ink and must be signed by the employee and his/her supervisor. Care shall be taken in completing and reviewing the accuracy of every time-sheet.

A timesheet and/or appropriate clients forms, depending on the client's contract, must be submitted at the end of each pay period. It is the responsibility of an employee to submit the timesheet in a timely manner for each pay period. Timesheets forwarded two business days after the end of any period (15th and the end of each month) are considered late and may result in late wages/salary payment. Two consecutive late submissions of timesheets may result in a deferment of payment to the next pay period or incurrence of mailing and processing fees.

Enter on the time sheet form both the time in and out before and after lunch, but in calculating total hours worked, do not include lunch breaks. (If you report to work at 7:30 and leave at 4:30 with 11-12 lunch, you should indicate 8 hours worked). Any errors are to be corrected by drawing a line through the incorrect entry, and must be initialed by your supervisor. Time sheets are controlled documents. If you lose or damage an approved time sheet a report must be submitted to the corporate office before a duplicate can be used, or any payment made for the period worked. Additional directions may be obtained from the Project Managers located at the corporate office.

### **Disclaimer:**

*The Concord* is not intended to cure or treat any illness, nor provide professional advice. The objective of THE OMO Group, Inc. is to inform and update employees and others regarding Corporate policies and an array of interesting topics. The Concord is not to be used as a substitute for expert medical advice. **Always consult a physician, or other healthcare professional.** The OMO Group, Inc. assumes no liability for any direct or consequential damages related to *The Concord*.

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## essage from the President

**Oluagba Omosowofa**  
President & CEO



### **Lending Helping Hands Through A Non-Profit Organization**

In today's changing and uncertain world with infectious diseases plaguing our environment, it seems appropriate for privileged individuals and organizations to lend helping hands to underprivileged people in countries with widespread suffering from infectious diseases such as HIV/AIDS infection.

It is with deepest pride that I announce that The OMO Group is committed to supporting a non-profit organization, Partners for International Development and Education (PIDE), in the fight against the spread of HIV/AIDS in Sub-Saharan Africa. PIDE is a public foundation specializing in three major areas: 1) HIV/AIDS Preventive Education, 2) Scholastic Achievement Enhancement Activities, and 3) Veterinary Services.

PIDE's goal in HIV/AIDS Preventive Education is to dispel certain cultural beliefs, decrease stigmatization regarding HIV/AIDS, and enlist community and family involvement to prevent the spread of HIV/AIDS. PIDE strives to Enhance Scholastic Achievement by providing scholastic awards in the form of both funded enrichment activities and monetary scholarship awards. PIDE's objective in the Veterinary Services arena is to provide practical education in disease management procedures to livestock management agencies.

In addition to monetary donations, The OMO Group will assist PIDE in recruiting qualified personnel and also provide needed technical assistance. We are sincerely proud and privileged to be a part of this noble cause to help reduce the spread of HIV/AIDS in Sub-Saharan Africa.

#### **Time Sheet Procedures** CONTINUED FROM PAGE 1

An original timesheet will be given to the employee when hired.

Completed and signed timesheets must be received in a timely manner in order to expedite payment processes, and ensure timely distribution of paychecks.

Each timesheet will state the contract employee's name, location, pay period, and local fax number.

The contract employee must enter the number of hours worked at the **end of each day**. At the end of the pay period (generally the 15th and the last day of each month), the employee will total his/her hours, annotate total hours for the pay period, and sign the timesheet.

#### **The designated government supervisor must also sign the timesheet to signify accuracy and approval.**

The timesheet will be faxed to The OMO Group at (210) 691-5122 on the 15th, but not later than the following work day, for the first pay period, and on the last day of the month, or not later than the following work day, for the 2nd pay period. The site supervisor may keep the original timesheet.

Paychecks may be picked up, mailed to the contract employee's home or designated address, or directly deposited in an employee's specified bank account through the Electronic Direct Deposit System (EDDS) on the pay date. EDDS is recommended.

Please address any questions concerning timesheets and/or paychecks to Patricia Soto at (210) 691-5116 or fax (210) 691-5122, pat@omogroup.com

## THE CONCORD

### EMPLOYEE HIGHLIGHTS



#### HAPPY BIRTHDAY!!!!!!!

##### July

Irene Gutierrez, Andria Adams, Rebeca Llera, Virginia Roberts, Larry Diaz

##### August

Dr. Richard Goldman, Louissette Rivers, Gregory Holmes, Crystal Wild, Margaret Arbon, Rodger Gordon, Judith Rappl, Tandra Jackson

##### September

Richard Vagts, Rebekah Schultz, Mary F. Pappey, Doris Darden, Nicole Cunningham, Louise Joplin, Amy Keys, Oluagba Omosowofa, Brenda Lyter

##### October

Michelle McAllister, Robert Fournier, Christine Kurtz, Alodie Cicate, Cheryl Morris

##### November

Santos Chapa, Korina Santiago, Fumie Gage, Bryan Salas

##### December

Nanette Montana, Nina Watson, Melody Neal, Margaret Soto, Wanda Bishop, John Beagan, Rachel Reyes

##### 1 Year

Lois Allen, Angela Lyles, Gregory Holmes, Virginia Roberts, Antonia Leo, Bryan Salas, Leigh Lykins, Louis Joplin

##### 2 Years

Kerri McDonough, Yolanda Robinson, James George, Patricia Soto

##### 3 Years

Richard Vagts, Priscilla Bulosan, Fumie Gage, Joe Tucker, Roberto Cruz, John Beagan, James Magee, Jeannette Whitting

##### ANNIVERSARY

#### NEW EMPLOYEES

*Tim Cook, Recruiter, San Antonio, TX Corporate Office*  
*Johnny Perez, Jennifer Rivas, Robert Welsh, Amy keys, Korina Santiago, Doris Darden, Andria Adams, Lucy Gonzales, Christine Kurtz, Stephen Crum, Rachel Reyes, Nanette Montana, Hilt Mullennix General Clerk II San Antonio, TX*  
*Gidget Griffin, Dental Assistant, Meridian MS.*  
*Omar Cruz, Animal Caretaker, San Antonio, TX*  
*Albert Gamez, Animal Caretaker, San Antonio, TX*  
*Audrey Strickland, Dental Hygienist, San Diego, A*  
*Rebeca Llera, Dental Hygienist, San Diego, CA*  
*Kimberly Cuchara, Pharmacist Tech, Fort Lee, VA*  
*Mariama Smart, Pharmacist Tech, Keyana Vaughn, Pharmacist Tech, Hui Seo, Clinical Pharmacist, Washington, DC*

## Recipes from Ann's Kitchen



### CARROT CAKE

This recipe makes a fabulous moist cake, makes 1-9 or 10 inch tube cake (14 servings).

2 cups white sugar	1 teaspoon Baking soda
2 cups all-purpose flour	1 1/2 cup vegetable oil
1 teaspoon salt	4 eggs
2 teaspoon ground cinnamon	3 cups grated carrots
1 cup copped walnuts	1 teaspoon vanilla extract
3 ounce pack cream cheese	1/4 cup heavy whipping cream
2 1/2 cup sifted confectioners' sugar	

Directions:

1. Preheat oven to 350 degrees. Grease one 9 or 10 inch tube pan.
2. Combine the sugar, flour, salt, cinnamon, soda, and oil. Using a electric mixer beat in the eggs one at a time. Stir in the carrots and the walnuts. Pour the batter into the prepared baking pan.
3. Bake at 350 for 1 hour 20 minutes. Note: this cake can be made in two 9 inch layer cake pans baking time 40 minutes.
4. To make frosting: Using an electric mixer blend the cream cheese and whip cream. Add vanilla and confectioner's sugar. Frosting can be spread on the warm cake.

## Job Opportunities

Accepting applications for Pharmacists, Physicians, LPN, Medical/Pharmacy Technicians, Dental Hygienists, Dental Assistants, Recruiters, and Animal Caretakers nation wide  
Contact our recruitment manager today at **1-800-347-2705** to discuss available opportunities and locations.



# THE HEALTH BEAT

## Alzheimer's Disease

Alzheimer's Disease is a common form of dementia which renders the afflicted person with a loss of intellectual and social abilities severe enough to interfere with daily functioning. There is a degeneration of brain tissue causing a steady decline in memory and mental abilities. The cause is still unknown.

Alzheimer's Disease usually develops in people over age 65. There are 4 million Americans with this disease and this number is expected to quadruple by the year 2050.

There is no known cure but there are treatments which can improve the quality of life for its victims. Research is continuing into new drugs as well as into the importance of several genes associated with the disease, which may lead to new treatments, but we must wait for results. Caring for someone with Alzheimer's requires patience and a focus on the things that a person can still do and enjoy. Both those who suffer from Alzheimer's and the primary caregivers need support.

Alzheimer's disease, which is progressive, is more than simple forgetfulness. First there is a slight memory loss, but eventually there is irreversible cognitive impairment.

Alzheimer's disease usually presents with the following symptoms:

- Increasing and persistent forgetfulness- patients forget conversations or appointments and they routinely misplace things in illogical places. Eventually their memory loss may progress to forgetting the names of family members.
- Difficulty with abstract thinking, including previously routine math processes.
- Trouble finding the right word.
- Disorientation- they lose sense of time and dates and they can become lost in familiar surroundings and even wander from home.
- Loss of judgment-they can become unable to solve everyday problems such as what to do if a faucet is running and the sink is overflowing.
- Difficulty performing familiar tasks-once routine tasks become a problem and eventually they may forget how to do the most basic things.
- Personality changes-they may have mood swings, express distrust in others, be increasingly stubborn and withdraw socially. Later, patients may become anxious or aggressive and behave inappropriately.

The gradual changes of Alzheimer's are often initially downplayed. As the disease progresses, the symptoms become serious and cause family and friends to seek medical help. Many people with Alzheimer's realize that something is happening to their memory and that is a scary prospect.

Alzheimer's is usually progressive. Those with a mild case can usually live alone and function fairly well. Those with moderate disease may have greater difficulty coping without supervision.

The rate of progression varies; to go from mild to severe disease could take as little as five years or more than 10 years.

We know there are typical microscopic changes in the brain, but the definite cause is unknown.

Possible Alzheimer's risk factors include:

- Older age (and more common in women than men-they live longer.)
- Heredity
- Environment-several factors being investigated (smoking, aluminum and pesticide exposure, etc.) but none proven.
- Degree of mental activity-some studies have shown that remaining mentally active, especially in later years, reduces the risk
- Head injury-more prevalent among boxers
- Hormone Replacement Therapy (HRT)- one study showed that women using estrogen/progesterone HRT double their risk of Alzheimer's
- Others-studies showing a positive correlation between Alzheimer's and high blood pressure, high cholesterol and depression.

Complications of Alzheimer's include pneumonia, infections and falls, which have their own complications such as fractures, head injuries, internal injuries, etc.

Treatment- There are no current medications known to stop or reverse the effects of Alzheimer's. Some drugs currently used to **minimize** symptoms include Donepezil (Aricept), Rivastigmine (Exelon) and Galantamine (Reminyl).

Caregiving-One in 10 families has a relative with Alzheimer's disease. Until there is a cure, people with this disease will continue to need personal support. Most patients live at home and receive their care from family members who may feel extremely stressed.

Some basic caregiving principles are:

- Provide structure and routine**
- Create a safe environment**
- Assess independence on an ongoing basis**
- Promote communication**
- Educate yourself to enable you to cope better**

In addition to helping with daily living, family members should try to help patients early on address long term questions about personal issues like living arrangements, driving and financial issues such as wills and long-term care funding.

Alzheimer's is still a mystery. What **is** known is that it is a very debilitating disease that can also put social, mental and financial burdens on family member caregivers. Knowledge about the disease can help to ameliorate a difficult situation.