

# R.O.O.C. Inc.

11018 North Cut Road, Roscommon, MI 48653

[www.rooc.org](http://www.rooc.org)

## MEMORANDUM

To: Shawn Petri  
From: Somer Quinlan  
Re: ROOC Update  
Date: March 5, 2026

February was a productive and busy month, filled with annual reviews and compliance activities while we continued progress on facility renovations. Below is an update on key activities and accomplishments:

- **Staff Performance Appraisals:** All staff performance appraisals were successfully completed during January and February. This process reflects our continued commitment to employee development and maintaining high standards of care.
- **ROOC Client Handbook & Recipient Rights Reviews:** As part of our annual review process, we met individually with each client to review the ROOC Client Handbook and discuss Recipient Rights. This ensures clients remain informed and that our policies are transparent and aligned with best practices.
- **CARF Accreditation:** Our on-site CARF survey is scheduled for April 9–10. We will meet with our surveyors on March 10 to begin the preparatory process.
- **Outreach:** In February, students from the Adult Transition Center toured our facility to learn more about the programs and services offered through ROOC. This visit provided a valuable opportunity to build community awareness and connections.
- **Growth:** Our two new Direct Care Staff members are adjusting well. They are building relationships with fellow staff and clients and have completed all required training, with the exception of one two-day course scheduled for March.
- **Building Renovations:** Last month, we were pleased to reopen the ROOC store. We are now addressing minor repairs in the restrooms, art room, and kitchen that were not a part of the construction project. Renovations continue to move forward, and we are hopeful the remaining work will be completed this month.
- **Transportation Challenges:** As we continue to celebrate the organization's growth and expansion, transportation outside of Roscommon and Crawford County remains an ongoing challenge. Clients utilize a combination of public transit, support from friends and family, home-based staff, and routes operated by our fleet and team members. Coordinating longer-distance travel truly requires a collaborative effort, and we remain committed to identifying sustainable solutions.

Please visit [www.rooc.org](http://www.rooc.org) to view the 24/25 Annual Report