

R.O.O.C. Inc.

11018 North Cut Road, Roscommon, MI 48653

www.rooc.org

MEMORANDUM

To: Shawn Petri
From: Somer Quinlan
Re: ROOC Update
Date: February 6, 2025

January has been a productive and busy month filled with annual reviews and compliance activities. Despite facing some obstacles due to inclement weather and legislative funding confusion, our commitment to delivering the highest quality services to those we serve remains unwavering. The following is an update on key activities and progress made during the month.

- **Staff Performance Appraisals:** All staff performance appraisals were completed successfully during January. This is part of our ongoing 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 with each of our clients to review the ROOC Client Handbook and discuss Recipient Rights. This ensures that all clients remain informed and that our policies are transparent and consistent with best practices.
- **CARF Accreditation:** This year, we are preparing for the CARF Accreditation survey and audit, which will take place in the fall. As our last 3-year CARF accreditation occurred in October 2022, we are working to ensure all standards are met and our organization remains fully compliant.
- **Inclement Weather:** The past month has seen some challenges related to weather disruptions. However, our team has remained adaptable and committed to continuing services despite these circumstances.
- **Legislative Funding Confusion:** We will remain well informed of any potential impacts and continue to advocate for the necessary resources of our organization.
- **Client Growth:** We are pleased to report that we have gained three additional clients in 2025, marking a positive step forward in expanding our reach and providing services to more individuals in need.
- **Building Construction:** As part of our plans for 2025, we are preparing for construction work that will take place within our building this year. This will involve “temporary” changes to our production and storage areas, as well as adjustments to functional areas for programming. We are working diligently to ensure minimal disruption during this process.

January has been a month of steady progress, despite the challenges we have faced. We will continue to adapt and strive to deliver the best services possible to the individuals we serve. As always, we remain committed to the mission of our organization and to the people we serve.