



Dec 14, 2020

Dear Day Treatment Program Staff Member,

Many people will reflect upon 2020 with gratitude that it is soon-to-be-over. Indeed, you may be having such sentiment. Getting thru a pandemic can do that to a person! However, before we cheer about 2020 being over, there are some of us who are really reviewing the year and choosing to pause with reflection because we have so much to be grateful for at TSA.

One of the biggest causes for gratitude is YOU and the work you and your teammates have accomplished in the Day Treatment program. As you are well aware you are part of a work team that did not halt the provision of Day Treatment to our clients one single day since the onset of the pandemic. Your steadfast commitment, passion, determination, energies, adaptability, creativity, patience, courage, teamwork, professionalism showed every day in every way as you endeavored to continue providing meaningful therapeutic services to our clients.

There are so many examples of your extraordinary work during this time. Moving out of your routine program space overnight when the school asked us to leave the building and move to a makeshift nearly like a one-room-country-school-style Day Treatment program space was amazing. Your positive "can do" attitudes, upbeat spirits, and gusto-level energies were astonishing! Working with families and kids to help them understand new expectations, requirements, and ways of operating in the new location reflected exceptional program and parent partnering. Supporting kids in making the location transition, adapting to the program participation rules, social distancing, mask wearing, while creating fun filled therapeutic programming and important individualized service delivery was the work of every day and you soared with success!

Attending to extra cleaning, changing up food handling, use of therapeutic tools and supplies to keep everyone safe took extra heart, care and work; and you did these all with no complaint. Extraordinary. Absolutely fantastic professionalism. Incredible teamwork. Attention to the wellbeing of kids was heartfelt. Care and dedication to each other and each persons' health inspirational. Your contributions to the organization culture, health, and vitality showed every day.

The creativity, your high energy participation, and inclusion of fun in your programming is so wonderful. Examples of this includes hosting Olympic games, hosting a County fair complete with games, prizes, and great food. Congratulations on such fun, exciting, invigorating, and effective therapeutic service delivery!

Making the program move back to the school happen seamlessly caught the attention of the TSA "Moving Crew" who were so respectful of the prep work and partnership you performed with them to get the job done. Getting back to the program space in the school location and having good attitudes to re-acclimate there deserves commendation. Maintaining quality service delivery, organizing another physical move, attending to CDC and MN Public Health guidance and keeping every one safe and healthy, coordinating services with parents and transportation for kids is absolutely astonishing accomplishments and all done with great teamwork and individual good attitudes!!!

Getting service documentation done routinely, timely and with attention to quality and compliance



while conducting additional cleaning, staying in contact with families and delivering services and important coordinated programming is recognized as part of your huge success and for this we are very grateful.

You have faced the pandemic head on and shown courage, strength, and resiliency.

We hope you know you are special and very important at TSA and that we will forever remember how you flourished in a time of great adversity and challenge. We hope you will pat yourself on the back, salute yourself when you look in the mirror noting you have really done something great, celebrate yourself and your teammates with respect that you touched the lives of kids in a time when their needs were especially high. You have soared with success in 2020 and we are so grateful and heartily commend you for work very well done.

Respectfully,

Chris McHugh, Chairman of the Board  
Cheryl Smetana McHugh, Executive Director  
Molly McHugh, Day Treatment Program Director

NOTE: Bonus will be noted in your Dec 25 paycheck. Additional PTO hours will be attended to by your supervisor who will document your time in and out on December 28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup>, and 31<sup>st</sup>.