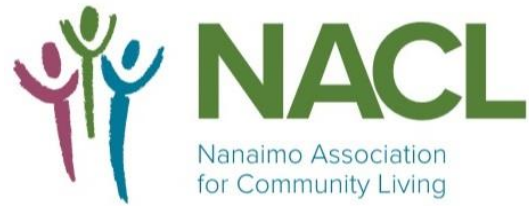


memo



To: Agency-Wide
From: Randy Humchitt, Deputy Executive Director
Date: March 17, 2020
Re: ADMINISTRATION OFFICE CHANGES DURING COVID-19

Considering recent events related to COVID-19, it is important to note that the administration office is still open. To balance operational requirements while minimizing the health risks to everyone, we are making some immediate changes that will impact how to access admin support. These changes will be in effect until further notice.

Visiting the Office in Person

“In-person” visits to the office will be accepted by appointment only. Please call ahead to the person you wish to meet with to set this up. If unsure, contact the front desk for guidance at 250-741-0224, ext. 0. The main door to the administration office will remain locked, with the availability to ring via a door buzzer.

Telecommuting

Administrative staff, where possible, will be working from home. The preferred methods of communication for each admin staff are listed at the end of this memo.

Admin staff will be checking their office voicemail frequently. A contact list for admin staff is included with this memo.

In order to reduce unnecessary contact via paper, we will recognize these alternative forms of document transfer (i.e. written requests, conditions of employment, etc.):

- ShareVision;
- E-mail;
- Text message; and
- Fax transmission (250-741-0227).

I am open to feedback, questions, and conversation as we navigate this time together. I can be reached on my cell phone at 250-802-3832.



Administration Office Changes During COVID-19

Name	Position	E-mail	Phone Contact(s) NACL Office Line is 250-741-0224
Barb Barry	Person Centered Practices/Employment Services Manager	barb.barry@nanaimoacl.com	Ext. 233 250-713-7196
Cindy Carano	Program Manager	cindy.carano@nanaimoacl.com	250-797-6736
Michelle Gan	Admin Assistant	michelle.gan@nanaimoacl.com	Ext. 221 778-268-2677
Randy Humchitt	Deputy Executive Director	randy.humchitt@nanaimoacl.com	Ext. 226 250-802-3832
Peter Letts	Quality Assurance Manager	peter.letts@nanaimoacl.com	250-713-8713
John McNeill	HR Manager	john.mcneill@nanaimoacl.com	250-729-5394
Graham Morry	Executive Director	graham.morry@nanaimoacl.com	250-713-4117
Marlena Stewart	Executive Assistant	marlena.stewart@nanaimoacl.com	Ext. 224 778-268-2022
Gretchen Brown	Program Manager	gretchen.brown@nanaimoacl.com	Ext. 228 250-714-5682
Jennifer Carano	Community Services Manager	jennifer.carano@nanaimoacl.com	Ext. 229 250-327-3462
Angela Trimble	Senior Program Manager	angela.trimble@nanaimoacl.com	Ext. 248 250-797-0331
Rachel Trew	Program Manager	rachel.trew@nanaimoacl.com	Ext. 228 250-937-6455
Courtenay Diaczuk	Finance Assistant	courtenay.diaczuk@nanaimoacl.com	Ext. 242
Teri Norton	Assistant Accountant	teri.norton@nanaimoacl.com	Ext. 227
Gail Quigg	Payroll and Benefits Clerk	gail.quigg@nanaimoacl.com	Ext. 234
Gary Edwards	Accountant	gary.edwards@nanaimoacl.com	Ext. 223
Amanda Cassen	Home Share Manager	amanda.cassen@nanaimoacl.com	Ext. 247 778-268-2181
Brianna Otto	Senior Home Share Manager	brianna.otto@nanaimoacl.com	Ext. 243 250-327-9725
Jaesann Schram	Home Share Manager	jaesann.schram@nanaimoacl.com	Ext. 222 1-250-713-7187
Leona Warick	Home Share Manager	leona.warick@nanaimoacl.com	250-713-7195