



## MEMO

To: All Ongwanada Staff

From: Lorrie Heffernan

Date: December 31, 2024.

Re: Temporary Staff Reassignment - Cassidy

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Good morning,

Due to current staffing needs in our supported group living homes, we are implementing temporary staff reassignments for all Cassidy staff effective immediately. These reassignments will ensure continuous care for all supported individuals while working with an external provider.

Key Points:

- Reassignments are temporary
- Regular evaluations of staffing needs will occur
- Cassidy Staff will have received individual assignment letters yesterday
- Focus remains on quality care for supported individuals

We appreciate your flexibility and dedication during this transition. Questions about your specific reassignment can be directed to your supervisor.

Sincerely,

Lorrie Heffernan  
Chief Administrative Officer