Listserv for Administrators
St. Joseph County Nursing Home Learning Collaborative

Managed by the Community Foundation of St. Joseph County

The Community Foundation of St. Joseph County has created a listserv for the Administrators of Nursing Homes located in St. Joseph County, Indiana. The purpose of the listserv is to facilitate ongoing sharing and collaboration among Administrators and to provide a forum through which you can share resources, ask questions, request information, and otherwise help each other continue to improve the quality of nursing home care across the county. We hope it will prove to be a valuable resource for you.

HOW TO
- The listserv email is: sjcnursinghomes@milistserv.net
- The list is currently made up of Administrators from St. Joseph County; Kathy Hybarger and Connie Steigmeyer of Health Care Excel; Becky Zaseck, Joan Cuson and Pam Harris of REAL Services; and Christopher Nanni from the Community Foundation.
- A person who is not one of these members of the listserv will not be able to post or email the group.

MAINTENANCE
- The Community Foundation will manage the listserv. However, the Foundation will not monitor posts before they are sent to the group. Listserv posts will automatically be forwarded to all members.
- If the Administrator or DON changes at a facility, please email Chris Nanni at the Community Foundation directly (chris@cfsjc.org) with updated information so that the listserv can be kept current.

ETIQUETTE
- Only send questions or messages to the listserv (the entire group) when it contains information that everyone can benefit from.
- If your reply to a listserv message is not relevant to the entire list, send your response directly to the individual, not to the entire list. Similarly, do not send messages such as "thanks" or "me, too" to the entire list. To send a message to an individual, use the forwarding option and type or copy the email address of the individual to whom you want to respond.
- Include a signature tag on all messages. Include your name, title, the name of your nursing home, and your e-mail address so that listserv members may contact you directly to respond to your request.
- Use a clear and concise subject line that alerts readers to the purpose of your message.
- Only keep the relevant parts of a previous message when replying to an email. Delete all extra text and put your response at the top of the email.
- Do not post commercial messages on the listserv. Do not discuss prices, fees, or specific business transactions. Do not defame, disparage, or criticize any person or company, and do not post abusive, profane, threatening, offensive, or illegal materials or any copyrighted materials without permission of the copyright owner.