

**Award Nomination Form**  
**The ESOP Association — Iowa-Nebraska Chapter**

**Company of the Year**

Company Name:
Contact Name:
Address:
Phone:
Email:

The Iowa-Nebraska Chapter's ESOP Company of the Year should be recognized because:


Use attachments if you wish. **Do not exceed 3 pages of attachments.**

**Employee Owner of the Year**

Company Name: CarePro Health Services
Contact Name: Elizabeth Leversee
Address: 1014 5 <sup>th</sup> Ave. SE Cedar Rapids, IA 52403
Phone: 319-363-4554
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The Iowa-Nebraska Chapter's ESOP Employee Owner of the Year should be recognized because:  
(Biographical information is helpful)

Please see the attached document entitled CarePro Health Services - Award Nomination - Employee of the Year 2013.

Use attachments if you wish. **Do not exceed 3 pages of attachments.**

Please submit nomination to: Donna Walseth, Chapter Administrator  
906 97<sup>th</sup> Lane NE • Blaine, MN 55434 • [dwalseth@esopexec.org](mailto:dwalseth@esopexec.org)

**Nomination deadline: January 25, 2013**

### **CarePro Health Services Award Nomination: Employee of the Year 2013**

On behalf of CarePro Health Services and our ESOP Advisory Committee (EAC), we respectfully submit this nomination form for Beth Sigmund for the Employee Owner of the Year Award. Beth is not your typical “show up, go home” employee owner. Beth has served as an EAC member for the past 3 years. In 2012, she was elected as the EAC’s Treasurer, and she has also been the leader of several subcommittees.

Beth’s most recent leadership venture included planning our annual company dinner. Under Beth’s leadership, the dinner went off without a hitch! She arranged the venue (a beautiful hotel ballroom in Cedar Rapids, Iowa) and a wonderful catered meal, and she orchestrated an evening of fun activities and thought provoking speakers for employee owners and guests to enjoy. Beth also assisted in planning CarePro’s inaugural Employee Owners Event, in which employee owners were given the opportunity to pose their burning questions to our Board of Trustees, and to learn more about what it really means to be an ESOP. The Employee Owners Event was so successful under Beth’s leadership that the EAC has decided to hold the event annually.

Beth always pitches in to take the lead when she is needed. She organized two parades in two different cities during the 4<sup>th</sup> of July holiday. The theme of each parade was Employee Ownership. Because of Beth’s engagement in our EAC, employee owners proudly represented CarePro Health Services by walking in both parades.

As EAC Treasurer, Beth was instrumental in helping CarePro transition to a new apparel vendor. Beth is in charge of managing the website through which apparel items are offered to CarePro employee owners. Employee owners use CarePro Cash, an internal currency incentive for exceptional teamwork and customer service, to purchase apparel and other items from the website. The site is updated monthly with special offers, seasonal apparel, and promotional items. Beth is in charge of taking orders, accepting payments, and guiding employee owners through the site when necessary. Beth tracks all the CarePro Cash given out by the EAC, and ensures that it is properly allocated to all employee owners.

Beth is especially passionate about helping new CarePro employees learn about being employee owners. Without her guidance, new employees may have a hard time understanding what it means to belong to an ESOP. In the past year, Beth created a new orientation presentation for the EAC and delivered the presentation at many new hire orientation classes. “The old presentation was outdated, not interesting, and not really relevant to where we are today with our employee ownership culture,” Beth said. Beth also wrote detailed instructions for EAC members to use when they present the slideshow, and she helped train them to present the orientation themselves. Now, EAC members rotate the duties of new hire orientations. Beth also worked with CarePro’s HR department to ensure that the EAC would have a time slot in each orientation class. The EAC is now a permanent part of each new hire orientation class.

Beth has also created several surveys to track the opinions of CarePro employee owners. In these surveys, she asks what the employee owners like about our programs, what they feel could be improved, and for any suggestions they may have. With the results of these surveys, the EAC has been able to implement many new activities for employee owners. Employee owners feel like they have a say in EAC programs because of Beth’s interest in their opinions. Beth has also been active in our October Employee Ownership Month activities. She has designed pumpkins for the pumpkin contests, created poster designs for our annual poster contest, baked delicious food for bake off challenges, and assisted in calling BINGO. She also prints out different ESOP puzzles and activities for her fellow employee owners to complete to win CarePro Cash.

During her tenure on the committee, Beth designed the quarterly newsletters produced by the EAC. Along with employee owner recognition, these newsletters highlight articles from our CEO, information about different departments, letters from the EAC, and activities for employee owners to complete and turn in to win CarePro Cash. She also helped plan and lead the annual retreat for the EAC. During this meeting, the EAC develops plans for the upcoming year, updates the by-laws, and reports on budgeting. Beth has consistently represented the EAC in monthly upper management meetings, sharing the plans of the EAC and representing employees. She has also been the go-to person for the financials of the EAC. Along with the chair, vice chair, and secretary, she presented relevant ESOP activities to the Board of Directors on a quarterly basis.

Beth's organizational skills allow her to balance her active role in the EAC with a busy, often stressful, job. Professionally, Beth is a member of CarePro's Reimbursement team. Beth handles billing for our Home Health, Home Infusion and Extended Hours Nursing divisions. She spends a lot of time on the phone following up on unpaid claims for our company. She also works closely with CarePro's nursing department to ensure our patients have appropriate paperwork for insurance. Though her schedule can be tricky, Beth always contributes more than her fair share to the EAC. In 2012, she attended her third Iowa/Northeast Chapter Golf Outing. "This is a great chance for networking among local ESOP companies," Beth said. "It is much less formal than other conferences, so you can really get to know everyone." In addition to the golf outing, Beth attended the Midwest ESOP Regional Conference in September 2011, which was her first real conference. "I learned so much in those few days and made a lot of contacts among the ESOP crowd," Beth said. "It really was a kick start to thinking like an employee owner!"

Beth also attended the ESOP Association's Annual Conference in Washington, DC, for the first time in 2012. Beth spoke to senators and representatives and explained the many benefits of working for an employee-owned company. "A highlight of this conference was the chance to go to Capitol Hill to meet and discuss ESOP legislation with our state representatives," said Beth. "I really enjoyed the culture building sessions. It's great to hear how other companies are bringing an ownership culture to their locations, and to share how we are progressing here at CarePro." Beth said she was impressed by all of the AACE Award submissions that were on display. "It definitely gave me some motivation for the next year," said Beth. "It was amazing how much ESOP pride and knowledge was gathered into one spot."

Beth said of the best things about being part of an ESOP company is that she feels like she can freely share her ideas and comments with her supervisors. "I love the openness of actually knowing what is going on with the company, where the Board of Directors hopes to take us, and what each department and employee can contribute to help us get where we need and want to go," she said. "At the end of the day, I know that I contributed to 'my' company."

When Beth first started on the EAC, she had been at CarePro less than a year. Now, after being on the committee for 3 years, she has a much greater understanding of what it means to be employee owned, and she understands how being involved in ESOP education and appreciation activities makes a difference in CarePro's employee ownership culture. "I love seeing what goes on behind the scenes and getting other employee owners excited about ESOP goals and projects," said Beth.

Beth has been a delight to serve with on the EAC and an invaluable asset to building CarePro's employee ownership culture. These are only a few examples of why we believe Beth Sigmund would be an exceptional choice for Employee Owner of the Year.