

## DEPARTMENT HEADS

Andrea Sandroock and David Temple are always available to address any questions, comments, or concerns.

## PROGRAM SUPERVISOR

Matthew Chapman is available to assist new families interested in joining our Boundless Family and can provide support with any Medication Administration or Delegation inquiries.

## CASE MANAGEMENT

Your Case Manager is available to assist with inquiries related to onboarding new staff, attending OISP meetings, incident reporting, or completing annual documentation.

## FISCAL

Charlotte Ellzy and Lori Lester are available to assist with any questions regarding time entries, budgets, training reimbursements, or pay rate changes.

# WHO TO CONTACT

## PAYROLL

For assistance with W-2s, taxes/withholdings, or the ADP system, please contact Payroll at [Payroll@iamboundless.org](mailto:Payroll@iamboundless.org).

## STAFF COMPLIANCE

The PDPHR team at [PDPHR@iamboundless.org](mailto:PDPHR@iamboundless.org) is available to assist with all compliance-related matters, training resources, and onboarding status updates.

## ADMINISTRATIVE COORDINATION TEAM

Our Administrative Coordinator Team can assist with Anywhere password resets, logging in issues, website troubleshooting. They can also assist in reviewing Outcomes in OISP, questions regarding Outcomes.