



August 2025, HR Newsletter



Just Checking In!

We wanted to take a moment to say hello, see how you're doing, and share some upcoming changes on the horizon. As always, if you have any questions, feel free to reach out to hr@down2earthinc.com — we're here to support you!

Reminder: Open Enrollment is Coming Soon!



During November 13th-24th, you'll have the opportunity to review your current health coverage and make any necessary changes for the upcoming year.

Stay tuned for more information, including important dates, plan options, and step-by-step enrollment instructions.

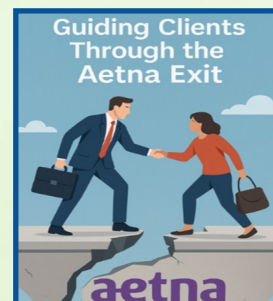
Want to learn more about our benefits? Click the link below to explore what's available to you.

[Access your benefits HERE!](#)

Heads Up: Aetna Is Leaving the Individual Market Place

Aetna has announced that it will exit the individual marketplace in Florida starting with the 2026 plan year. Current SureCo members enrolled in an Aetna plan will continue to have coverage through the end of 2025, but will need to choose a new carrier during Open Enrollment for the new plan year.

Additionally, as a result of this change, SureCo will no longer offer Aetna plans to new hires in 2025.



EMPLOYEE PERKS



Did you know? As a DTE employee, you have exclusive access to our Discount Savings Page! Enjoy special deals on car and hotel rentals, movie tickets, theme parks, shows, sporting events, and much more.

Interested in exploring these perks? Just click the link below to register and start saving!

[Visit the Down to Earth Discount Marketplace Here](#)

Reminder: Mid-Year Reviews Due 8/31/2025

Mid-Year Reviews are in progress! Please note that the deadline to submit your Mid-Year Review is August 31, 2025.

If you have any questions or need assistance completing your review, feel free to reach out to Noelia Bello, HR Manager.

Your Mid Year
Review





August 2025, HR Newsletter



Terminations Done Right

Many of you have told us that you would like more details on how terminations are handled at DTE. We heard you loud and clear and created some additional materials for you and your team to reference. Let us know if we hit the mark or if you still want more.

Terminations: Timing is key, and following the correct steps ensures that all systems are updated accurately and payroll is processed without any issues.

[Download the termination form here!](#)

Meet Your HR Team...

Gemma Naiken – HR Director

gemma.naiken@down2earthinc.com

Responsibilities:

- Performance Management
- HR Team Oversight
- Acquisitions
- Special Projects

Noelia Bello – HR Manager

noelia.bello@down2earthinc.com

Responsibilities:

- Compensation Management
- Performance Management
- HR Coordinator Oversight
- Acquisitions
- Special Projects
- Golf Division HR Support

Katarina Goguen – HR Coordinator

katarina.goguen@down2earthinc.com

Responsibilities:

- Weekly Payroll
- Leave Management
- Tax Corrections
- Unemployment Claims
- Onboarding Documentation

Elsa Escalera – HR Coordinator

elsa.escalera@down2earthinc.com

Responsibilities:

- Weekly Payroll
- Garnishment Processing
- Uniform & BYOD Deductions
- Onboarding Documentation
- Spanish Language Employee Support

Jade Wells – HR Coordinator

jade.wells@down2earthinc.com

Responsibilities:

- Hourly Hiring
- Onboarding Support & Processing
- Talent Management Training
- Forms Management

Barbara Sanchez – HR Generalist

barbara.sanchez@down2earthinc.com

Responsibilities:

- Employee Relations
- FMLA
- Administration of Benefits
- Bi-weekly Payroll AE3
- Special Projects
- Policy & Compliance

Nancy Santos – HR Analyst

nancy.santos@down2earthinc.com

Responsibilities:

- HRIS Management & Support
- HR Reporting
- Learning Management

Sara Podgurski – Talent Acquisition Manager

sara.podgurski@down2earthinc.com

Responsibilities:

- Salaried Hiring
- Talent Management Support
- Salaried Sourcing



Until Next Time

Let us know if there's a specific topic you'd like information on and we'll include it in our next HR newsletter.

Send ideas to

hr@down2earthinc.com



Need Benefits Information?

Don't forget you can always visit our open benefits site for information and help at www.dtebenefits.com or email your benefits questions to benefits@down2earthinc.com.