



The Arc[®]
Middlesex County

ACHIEVE WITH US.

Annual Report 2015

A LETTER FROM THE CHIEF EXECUTIVE OFFICER AND BOARD PRESIDENT

Dear Friends and Members of The Arc Family,

As we take this opportunity to reflect on The Arc Middlesex County's achievements over the course of 2015, we are amazed at how far our organization has come since opening in 1949. We are in awe of how many different ways our chapter has affected the lives of so many individuals with intellectual and/or developmental disabilities and their families.

We would like to take the time to formally thank our former Executive Director, Richard Sheridan, as he retires. Mr. Sheridan has been with The Arc for the past 31 years and the success of our organization would not be possible without his dedication and drive to help individuals with disabilities.

The Arc Middlesex County strives to provide excellence. We make our vision possible through our supportive, caring staff, our desire to provide the best service possible, and our vision of a brighter future.

Your valued support ensures that The Arc Middlesex County will continue to not only meet, but will exceed the expectations of the many individuals and families we serve. Thank you again for all of your support. Without you, our vision would not be possible.

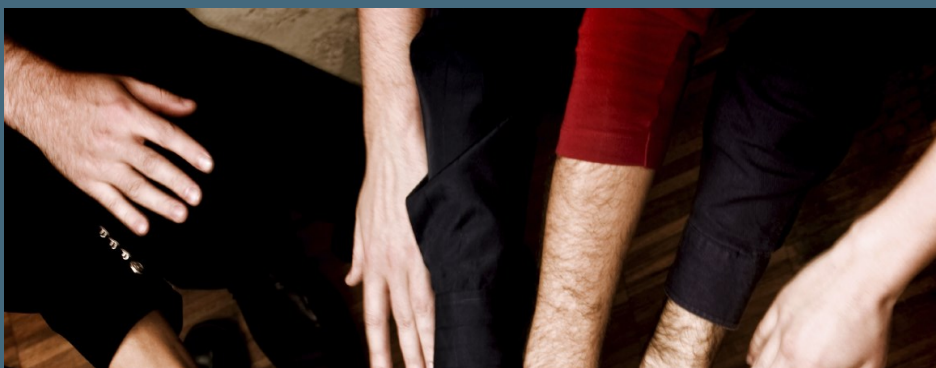
Sincerely,



**FRANK ADU,
CHIEF EXECUTIVE OFFICER**



**ROBERT MIZERAK,
BOARD PRESIDENT**



**THE ARC MIDDLESEX COUNTY PROVIDES
PEOPLE WITH DEVELOPMENTAL AND OTHER
DISABILITIES, AND THEIR FAMILIES, WITH
SUPPORTS AND SERVICES WHICH ENCOURAGE
PERSONAL GROWTH AND QUALITY OF LIFE
THROUGH EMPOWERMENT.**



SERVICE DEVELOPMENT

COMING INTO 2015, THE ARC MIDDLESEX COUNTY HAD SIX HOMES IN DEVELOPMENT.

We had 6 homes under development—four homes in South Brunswick Township and two in Edison Township. The homes were developed through the Special Needs Housing Partnership with these towns. We would like to take this opportunity to thank these towns for having made acquisition of the homes possible. We would also like to thank Edison Township for providing funding for emergency standby generators for the new two homes in their township as well as for one existing home in their township.

WHO WE HELP

354

Individuals with intellectual
and/or developmental
disabilities and
their families



2015 REPRESENTED A DRAMATIC SHIFT IN THE DIVISION'S HOUSING POLICIES.

Previously, the New Jersey Department of Human Services, Division of Developmental Disabilities' (DDD) Olmstead Initiative was given first priority over all new community housing, with the Return Home New Jersey Initiative having second priority. With the Division satisfying its obligation under Olmstead and parents successfully challenging the Return Home New Jersey Initiative, the policies were rescinded and allowed for the Waiting List Project to be used to identify individuals.

Vocational Services grew with the addition of a site in Piscataway Township in collaboration with the Educational Services of New Jersey (ESCNJ). This program is unique to our other programs in that it is located within a school system. Not only was ESCNJ gracious enough to provide program space, but they also put the school's resources such as the gymnasium and the cafeteria at the program's disposal.

MILESTONES FOR 2015

- Our 6 new homes provide for an additional twenty-two community residences for individuals with intellectual disabilities.
- They comprised of ten individuals from the community, nine from the Olmstead initiative and three from the Return Home New Jersey Initiative.
- The Waiting List Project allowed for the development of the agency's first medical group home (LPN staffed), scheduled to open in Spring 2016.

Vocational Services also saw a shift from DDD Case Management to Support Coordination Agencies for individuals receiving self-directed services. Funding streams shifted from DDD to a Fiscal Intermediary. Families could not only choose the days they receive service, but could also select programs that may not have been an option for them under the traditional day program model. The agency had to adapt to meet those needs.

HUMAN RESOURCES

The **Human Resources Department (HR)** supports the mission and vision of The Arc Middlesex County through attracting talent to the Agency, providing staff training and development opportunities, promoting employee engagement efforts and improving employee morale and satisfaction in the workplace.

The Human Resources Department conducted **four on-site Open Houses and attended five Job Fairs** throughout the year for staff recruitment purposes. The HR Department hired and on-boarded a total of **94 employees during 2015**. Another primary source used for staff recruitment continues to be the employee referral process. This method has proven to be the most reliable way to attract successful candidates to the Agency.

In addition to recruitment and retention efforts, scheduling and monitoring ongoing staff trainings, administering competitive employee benefits and resolving workplace conflicts, the HR Department continued to have representation on the Agency's Safety Committee during 2015, **striving to promote a safe and secure work environment** for all staff.

The HR Department also worked in conjunction with IT during 2015 to improve HRIS operations. Improvements in information management efficiencies continue to streamline HR processes and mandatory recordkeeping requirements.

Through the provision of ongoing HR programs and processes during the year, the HR Department contributed to The Arc Middlesex County's vision of being The Employer of Choice in the surrounding community.

OUR TEAM IS COMPRISED OF

242

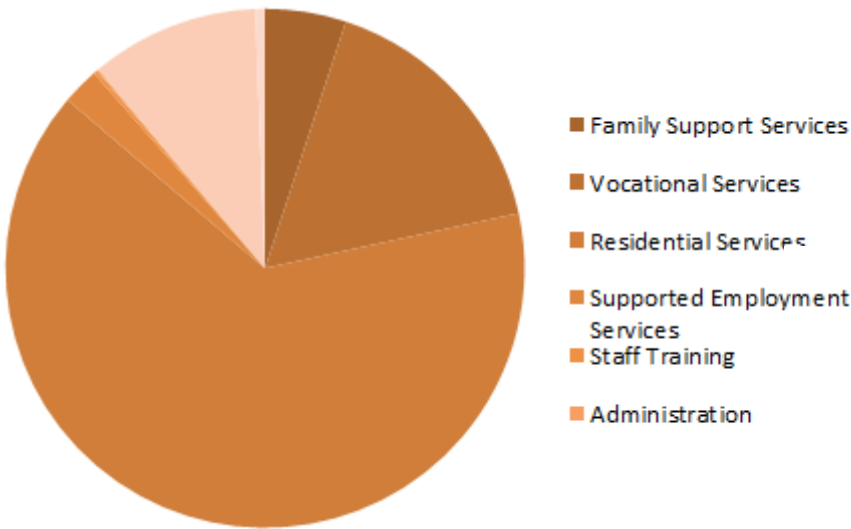
**DIRECT SUPPORT PROFESSIONALS
IN OUR MANY RESIDENTIAL,
VOCATIONAL AND RESPITE PROGRAMS.**



FINANCIAL DEPARTMENT

Total Expense For Year 2015

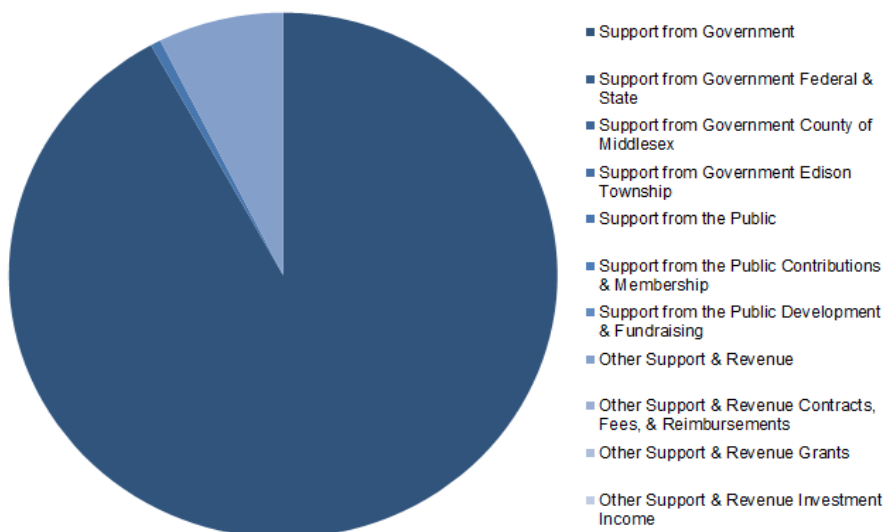
\$11,026,608



Program Services
Family Support Services \$555,768
Vocational Services \$1,826,121
Residential Services \$7,126,442
Supported Employment Services \$255,284
Staff Training \$25,600
Administration \$13,000
Management and General Costs \$1,157,789
Development and Fundraising \$66,604

Total Revenue For Year 2015

\$11,067,185



Support from Government

Federal and State \$10,137,006

County of Middlesex \$13,915

Edison Township \$30,220

Support from the Public

Contributions and Membership \$27,720

Development and Fundraising \$39,752

Other Support and Revenue

Contracts, Fees, & Reimbursement \$748,559

Grants \$35,600

Investment Income \$2,165

Miscellaneous \$32,284

QUALITY DEPARTMENT

IN 2015, THE MEMBERS OF OUR QUALITY DEPARTMENT PARTICIPATED IN OVER 150 INDIVIDUAL HABILITATION PLAN (IHP) MEETINGS.

During these meetings, serious issues were brought up for review and resolution such as the provision of more intense medical supports, the need for adaptive equipment, behavioral support and other medical, health and financial needs. The Quality team members ensure that the individual receiving services has a full and recognized voice (directly or by proxy) in the outcome of these meetings.

OUR REGISTERED NURSE AND PROGRAM INTERVENTION SPECIALIST

On a day to day basis, our Registered Nurse became intensely involved in the medical care and follow up on behalf of individuals who developed complex medical needs during the year. Her work helped to ensure that these individuals received the proper medical care and treatment and that the individuals were able to continue to live within the comfort of their homes during times of medical stress and convalescence.

Likewise, our Program Intervention Specialist worked with individuals and staff alike to ensure that appropriate behavioral support was put in place for individuals in crisis. She provided ongoing advocacy for individuals to ensure that they received the appropriate medical, psychiatric, and behavioral support that would allow them to be as successful in the community as possible.

**AS STAFF WERE HIRED FOR NEW PROGRAMS,
OUR REGISTERED NURSE AND PROGRAM
INTERVENTION SPECIALIST HAVE TRAINED THEM
ON THE SPECIFIC NEEDS OF THE
INDIVIDUALS MOVING INTO THEIR NEW HOMES.
ALL OF THIS IS DONE TO HELP ENSURE A MORE
COMFORTABLE TRANSITION
INTO THE COMMUNITY FOR THE INDIVIDUAL
WE WILL BE SERVING.**



OUR QUALITY DEPARTMENT ENSURES THAT PARTICIPANTS AND FAMILIES SERVED BY THE ARC MIDDLESEX COUNTY RECEIVE APPROPRIATE SUPPORTS AND SERVICES THAT ARE NEEDED TO ENABLE THEM TO LIVE THEIR LIFE AS INDEPENDENTLY AS POSSIBLE.



RESIDENTIAL SERVICES

THE ARC MIDDLESEX COUNTY IS PLEASED TO ANNOUNCE THAT, BY THE END OF 2015, WE HAD NEW RESIDENTS IN 5 OF OUR 6 NEW GROUP HOMES. THE 6TH HOME IS SLATED TO OPEN IN EARLY 2016.

Our new group homes (GH) Kendall GH, Palmer GH, Helen GH, Kingsely GH in South Brunswick and Marie GH, Cambridge GH in Edison.

The Residential Program went through the DDD Licensing Inspection with full licenses for each residence. **Commitment, dedication, and passion** are just a few qualities that our staff exhibited to contribute to our success.

A new electronic processing model was launched for us in 2015, which we use to document important information regarding the individuals receiving services. The goal is to replace analog ways of reporting with more efficient digital models. The Arc Middlesex began using this new system in June 2015.

Our participants were involved in various recreational activities of their choice in 2015! Some participants went out of the state with Guided Tour, and others went on local camping trips. Both State and National Self Advocacy events were attended by our participants.



FAMILY SUPPORT

FAMILY SUPPORT SERVICES IS COMMITTED TO PROVIDING SEVERAL TYPES OF RESPITE SERVICES TO FAMILIES COUNTY-WIDE INCLUDING TWO AFTER-SCHOOL PROGRAMS FOR STUDENTS WITH DEVELOPMENTAL DISABILITIES AGES 12-21, TWO SATURDAY RESPITE PROGRAMS FOR YOUTH AND ADULTS, AND IN-HOME RESPITE PROGRAM FOR 120 FAMILIES.

Besides offering short-term relief to parents and caregivers, staff emphasizes skill development related to community safety, community integration skills, and social skills. We have successfully forged a relationship with the NJ Department of Children and Families. This new funding source has allowed us to provide 20 hours of respite care per month per family. Both agency-hired respite and self-hired respite care are options for families who are in need.

Annually, we continue to receive grant funding from the United Way, as well as from the Middlesex County Department of Human Services/Human Services Advisory Council. We were pleased to be able to provide emergency respite hours utilizing the United Way funding.

Our qualified and enthusiastic staff members are well-trained. Some of our staff members speak multiple languages and are able to translate during intake and team meetings with parents, as needed. Our employees and our spacious, accessible sites are our greatest assets. In June 2015, the agency instituted a web-based system for documentation and reporting, which has assisted our staff with timely and efficient tracking of goal progress in each participant's Individualized Service Plan, utilization of hours, and billing processes. We hope to enhance professional development in our employees, taking into consideration that many are part-time college students who are studying social work, psychology, public health, occupational therapy and special education. Staff members attend an annual in-service training day and also take self-paced College of Direct Support courses on-line. Many of our Family Support staff progress from part-time to full-time after they graduate.

During 2015, we invited parents of students who were graduating "aging out" of their special education high school programs to our Parents Open House event on May 7. At this event, attendees had the opportunity to meet support coordination agencies, hear presentations from the Division of Developmental Disabilities and Division of Vocational Rehabilitation Services, view resource/exhibit tables and ask questions about "planning for adulthood."

VOCATIONAL SERVICES

WITH FUNDING FROM THE NJ DIVISION OF DEVELOPMENTAL DISABILITIES (DDD), IMPORTANT AREAS OF EMPHASIS IN THE ARC MIDDLESEX COUNTY CAREER CENTERS ARE DEVELOPING ADULT LIVING SKILLS, COMMUNITY INTEGRATION SKILLS AND VOLUNTEERISM THROUGHOUT THE COUNTY.

On a regular basis, numerous non-profit agencies, community organizations, and businesses provide opportunities for meaningful activities for over 100 participants. Our 7 vocational programs called Career Centers encourage a feeling of productivity, contributing to the community, a sense of giving back for the adults with developmental disabilities. Our dedicated Career Center Managers continually conduct community outreach to increase the number and variety of sites where pre-vocational skills and adult living skills can be explored. Trained staff provide supervision, skill development and guidance, while ensuring the health, safety and well-being of the individuals in our programs at all times.

OUR CAREER CENTERS ARE LOCATED IN :

South Brunswick

Jamesburg

Woodbridge

Carteret

Piscataway

Edison



CAREER CENTER VOLUNTEER HOURS

More than 1,000 volunteer hours were conducted during 2015 by all of the Career Centers in a wide variety of non-profit agencies and businesses in Middlesex County.

The list includes, but is not limited to:


- Elijah's Promise
- Various Food Pantries
- Meals on Wheels
- Panera Bread Pick-Up and Delivery
- Alliance Center for Independence
- St. Luke's Church
- Paperback Book Exchange
- Longhorn Restaurant: Harvest Food Program
- St. Joseph's Nursing Home
- Salvation Army
- Edison Wetlands Association Environmental Clean-Up
- Middlesex County Division of Parks and Recreation and Park Clean-Up
- Danielle's Garden at Carteret Waterfront Park
- Woodbridge Animal Shelter

SUPPORTED EMPLOYMENT

MILESTONES IN 2015

- The Arc Middlesex County Supported Employment Services are provided under the title Vision Employment Services and Training (V.E.S.T.)
- In 2015, our experienced team of supported employment specialists placed individuals in paid employment positions.
- The paid employment positions are in industries including retail sales, restaurant/hospitality industry, maintenance and janitorial services.



A woman with short brown hair and glasses, wearing a red vest over a white polo shirt, stands with her hands on her hips in a pharmacy. She is smiling and has a name tag and ID badge around her neck. The background shows pharmacy shelves, a counter, and a green shopping bag. A yellow text box is overlaid on the top left of the image.

**THIS PROGRAM PROVIDES JOB
DEVELOPING, ASSISTANCE WITH RESUME
WRITING AND INTERVIEW SKILLS, ON-
SITE INTENSIVE JOB COACHING, AND
LONG-TERM FOLLOW-ALONG SERVICES.**

**OUR DEPARTMENT HAS ESTABLISHED A
POSITIVE COLABORATIVE RELATIONSHIP
WITH THE NJ DIVISION OF VOCATIONAL
REHABILITATION SERVICES COUNSELORS, IN
ORDER TO INFORM THEM OF OUR SERVICES
AND DEDICATION.**

DEVELOPMENT & FUNDRAISING

IN 2015, THE ARC MIDDLESEX COUNTY HELD THREE EXTREMELY SUCCESSFUL FUNDRAISING EVENTS.

Our first event was in May where we held our **15th Annual Step Up For The Arc Walkathon** in beautiful Roosevelt Park, which had about 200 attendants! The day was full of food, face painting, games and activities.

In October, one of our Board Members held the **Suron Ki Bahaar Mega-Fundraising Event** which was a fun filled day full of dancing and singing.

Our **5th Annual “Wine With Us”** event was held in early December. Over 100 guests came to enjoy a night full of wine, beer, cheese and hors’ doeuvres. Our event featured many great raffle prizes such as four park-hopper passes to Disney World, a flat screen TV, and many baskets of extravagant wines.



THE ARC MIDDLESEX COUNTY WOULD LIKE TO THANK OUR
SPONSORS AND DONORS FOR THEIR CONTINUED SUPPORT.

Step Up For The Walkathon Sponsors

Gold Medal Sponsor

Dom Fanuele

Finish Line Sponsors

FirstTech Environmental Inc.

PSE&G

Knights of Columbus Council #2544

Checkpoint Sponsors

Meeker Sharkey & Hurley

Edison Elks Lodge #2487

Wine With Us Sponsors

Merlot Sponsor

TD Bank

Riesling Sponsors

Meeker Sharkey & Hurley

Dom Fanuele

Investors Bank

Cabernet Sponsors

AmeriGroup Solutions

Enterprise Fleet Management

SMS Contracting

M. A. S.

Network 21

IPPC Pharmacy



Officers

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Vice President	Edward George
Treasurer	Joseph Griscti
Secretary	Heidi Bell

Directors

Tino Fontes	Shawn P. Gillon
Karen Koller	Tirumalesh Kowdlav
Carl Wilson	Asha Gandhi

Executive Management

Chief Executive Officer	Frank Adu
Chief Program Officer	Shari White
Chief Compliance Officer	Anita Ball

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