



**STEPPING STONES**

**TALENTED TEACHERS**

**CHILDREN AND FAMILY SERVICES**

**SHAPIRO CENTER**

**COMMUNITY EXCURSIONS**

**STEPPING STONES**

**RECREATION SERVICES**

**HELPING FAMILIES REMAIN INTACT**

**RESPIRE PROGRAMS**

**COMMUNITY RESOURCE CENTERS**

**ADULT SERVICES**

**CAMP HOPE**

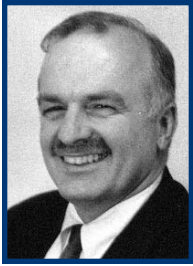
**SUPERVISED APARTMENTS**

**CARING VOLUNTEERS**

**RESIDENTIAL SERVICES**

# **REWARDS BEYOND MEASURE**

**ANNUAL REPORT 2001-2002**



## Letter From The President

Dear ARC Family,

After four years as President of The ARC of Essex County, I turned the Presidency over to the capable hands of Ron Carr. However, as one of my last duties, I am writing this year-end report.

With the downturn in the economy, it's been a difficult year financially for everyone. The ARC of Essex County has also been affected by the cuts made in the New Jersey State budget. Especially hard hit has been our Autism Respite program, which lost \$400,000 of funding from the state.

I'd like to share with you two stories I recently heard which renewed my faith in our society. The first story is about a gentleman named Larry who lives in New York City's Greenwich Village. Larry lives by himself in an apartment in the Village. His one passion is raising money from his neighbors for various charities. Larry has mental retardation and is in his 60's. His sole support comes from his uncle who is in his 80's. Larry's friends and neighbors were concerned about what would happen to Larry if his uncle passed away. The neighborhood came together and raised over \$25,000 for a trust fund for Larry. The trust fund has provided Larry with an advocate and obtained services for him that he and his uncle were unaware he was eligible for. To me, it's truly amazing that a neighborhood came together for someone in need, who was not even a relative of theirs, and provided for his social and financial needs. This story has been made into a movie, which will air on HBO or Showtime sometime next year. You should be sure to watch it.

I came across the second story in Sports Illustrated, and wanted to share it with all of you. The article is about Jake Porter, a 17 year old with Fragile X syndrome. Jake has been a member of the Northwest high school football team for three years. Due to his condition, he never carried the football or even made a tackle in these three years. However, he seldom missed a practice. At a recent game that Northwest was losing 42 - 0, and with only seconds remaining, Jake came into the game. The plan was for Jake to take a handoff and then take a knee. During a timeout to discuss this, the opposing coach was seen to be having a disagreement with Jake's coach. The referee stepped in, and play resumed. Jake got the ball, and as he started to kneel, his teammates stopped him and told him to run. Jake started to run, albeit in the wrong direction. The backfield judge got him turned around and headed toward the line of scrimmage. The opposing team's defense parted and allowed Jake to score a 49-yard touchdown. The players and fans of both teams celebrated Jake's touchdown. It turns out the opposing coach was upset because he wanted Jake to score the touchdown, not take a knee as his coach wanted. What's even more impressive is that the opposing coach never had a shutout in his career, and Jake's score insured that he still didn't have one. This unselfish act of kindness brought the two towns together.

The point of these two stories is that there are still a lot of good people in the world who sacrifice to help those in need. It is my hope that all of you can find that special kindness within yourselves to help The ARC of Essex County in anyway you can.

Thank you for four wonderful years as your leader,

Have a great holiday,

Bruce Bird, Ph.D.  
*President 1998-2002*



## Letter From The Executive Director

This year's Annual Report tells a story of generosity. Donations of dollars, time and expertise have made it possible for The ARC of Essex County to meet some needs which would not have been met otherwise. Donors have filled in gaps of service. Where tuition and fees did not cover the actual cost of providing a service, generosity filled in to make sure that the work was done. Where children needed caring help, volunteers gave not just time, but love. Where The ARC needed expert advice and counsel, professionals gave that assistance not only willingly, but enthusiastically. So many staff members went even more than the extra mile to make a difference in the lives of consumers. This year's report tells but a portion of the good things our families and friends have done.

This kind of generosity calls out for gratitude from all who have benefited. But words are not sufficient. How could The ARC put into words a proper "thank you"? Anything we could say would sound weak in the face of the outstanding kindness of those people, corporations, foundations, and other benefactors.

A better expression of our thanks would be for these donors to see the faces of the children and adults who have benefited from their good works. They would see a smile, a step, a place to work and play, even a place to live – all these things and more are the living testimonials to your goodness and our gratitude.

Thank you so very much.

Joseph L. Dimino  
*Executive Director*



## ***Mission Statement***

The ARC of Essex County will leave no avenue unexplored in the effort to enable those who have mental retardation to realize individual goals and to learn, work, play, and coexist with dignity and full partnership in the community.

We believe that the fabric of our society is enriched by all of us in different ways. Those of us with mental retardation are simply different, not lesser, threads in that fabric.

Because we believe this, The ARC provides direct service to those with developmental disabilities and their families and acts as an advocate by advancing their interests.

We are further committed to reducing the incidence of mental retardation through education, public information, and in fact, all possible means.

# Children & Family Services

Kathleen Hinnigan-Cohen, Director

The Children and Family Services Department provides an array of quality services to families and consumers. With



programs like Home Assistance, In-Home Respite, Stress Relief, Respite Support for Children and Adults with Autism, Voucher Stipend, Companionship, The Shapiro Center for Infant Development, and Stepping Stones Early Intervention and School, we



continue to provide support/instruction that meets the individual needs of our consumers through a team of expertly trained staff who are committed to helping our consumers reach their highest potential.

## Highlights of the Past Year

- Services were increased in both the Stress Relief Program and the In-Home Respite Program by 78 families.
- The enrollment and staff at Stepping Stones expanded. A new classroom was added to accommodate a full day 3-5 year old program.
- Once again, the donations for the Home Assistance Holiday Party were plentiful. All families went home with gifts for the holidays.
- Through a grant funded by the Junior League of the Oranges and Short Hills, the “Mommy Make-over” series provided support to 24 families.



- We ended the year with the State Department of Health acquiring \$11,000,000.00 to fill a budget gap in the statewide early intervention system that would possibly have resulted in the Shapiro Center closing for 3 months.

# Recreation Services

Melissa Soules, Director

2001-2002 was a year of expansion for the Recreational Services Department. Hotel Respite and After Work now fall under the supervision of this department. Hotel Respite weekends increased to serve a total of 216 consumers per year, up from 152 consumers per year. Camp Hope served 167 campers, 38 more than the year before.

## Highlights of the Past Year

- Saturday Social serving 21 families.
- Addition of 2nd after-school site located in Maplewood. Between Livingston and Maplewood, 22 families enrolled in after school services.
- Community based field trips added to Camp Hope program.

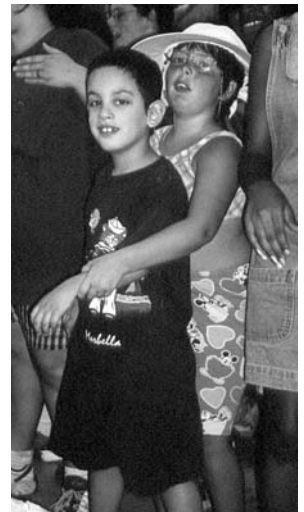


- Halloween Family Festival held at Camp Hope.
- Statewide ARC consumer picnic held at Camp Hope.
- Camp Roundtable committee formed involving NJ camps serving campers with disabilities.
- Willie Torres Memorial Fund established.
- Sovereign Bank donation for new playground and new basketball court at Camp Hope.

- Laurie Foundation commitment for new driveway at Camp Hope.

## Volunteers

American Express, Eagle Scout Troop #1, Bob Gebroe, Lynn Simmons, East Hanover National Honor Society, CITs who work with our campers, and Lorraine Coppola.



# Adult Services

Barbara Calderone, Director

The Adult Services Department represents an array of both day and residential services for Developmentally Disabled Adults, operating thirty separate programs. These programs serve 116 residential individuals and 312 day services individuals.

## Residential

The Adult Services Department operates eighteen residential programs. We recognize the true individuality of each person, and have chosen to operate a number of different types of programs to meet each person's unique needs. These programs include: 11 group homes, 5 supervised apartment programs, one crisis intervention and respite program, and one supported living program.

The programs are designed to form a continuum of services that enable individuals to increase both skill levels and independence. In lovely neighborhood settings, the group homes' participants benefit from 24-hour round-the-clock supervision and a relatively high staffing ratio. Two-family homes and community apartment complexes enable the individuals in the supervised apartment programs to enjoy more private living arrangements and greater independence, while still maintaining their access to 24-hour assistance. In apartments and condominiums throughout the county, supported living program participants enjoy nearly complete independence, yet several hours of staff services are available each week to meet their personal needs. While many individuals do choose to gradually progress to increasingly independent programs, still others take advantage of the option to have new services provided at their beloved existing program. By providing this range of truly individualized services, including programs specializing in physically frail individuals and behaviorally challenged individuals, ARC/Essex strives to provide services throughout the entirety of each individual's adult life.

- During the past year, nine new individuals have moved into our services.



## Day Services

The Adult Day Services operates 12 separate day programs, each with its own flavor, environment and programming. Our day programs' goals are to provide person-centered services to each individual based upon their specific needs and abilities while assimilating and integrating them into their community.

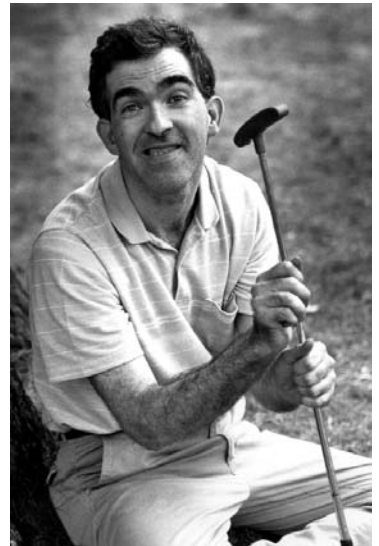
## Highlights of the Past Year

- Created a new sensory room in our Caldwell center.
- Streamlined our supported employment services delivery system by bringing the two programs under the direction of one manager.
- Produced work profits from both our workshop and crew labor programs.
- Renovated the kitchen at our Bloomfield center with new cabinets and sink, a new dishwasher and a new stove.
- Culminated our consumer self-advocacy programs with an agency wide Self Advocacy Conference at Farleigh Dickinson University.
- Using Community Development Block Grant (CDBG) funds, we had a very large awning installed outside ARCompany to provide shelter over our new ramp and stairway entrance.
- Consolidated space use by moving the supported employment program ARC Business Alliance (ABA) into the underused office area of ARCompany.



- Enjoyed the summer sun by attending a Newark Bears baseball game sponsored by our Community Quest CRC.
- Provided fresh painting and new rugs in our centers in Orange, Verona and Maplewood.
- Held in-service days to provide staff training in sensory stimulation, dementia and alternative activity planning.

- Program Managers were all trained in a technique called “gentle teaching”.
- Special Young Adults (SYA) continued their 22 year history of monthly luncheons with Nutley Post 30 of the AMVETS.



# Quality Assurance & Consumer Support Services

Christine Calvi, Director

Over the past year, the Department of Quality Assurance and Consumer Support Services (QACSS) has continued to provide ongoing support in the areas of Behavior Management, Quality of Life Assessments, Program Support, and Self-Advocacy. Our goal is to improve the quality of life for all of our consumers.

## Highlights of the Past Year

- Members of the QACSS team have received specialized training from highly regarded learning institutions. As a result of this education, new and improved behavioral trainings have been developed that will provide our staff with the tools necessary to administer quality services to our consumers.
- The Self-Advocacy Project has continued to evolve over the past year. The organization of this project has become much stronger, and special consumer driven projects are organized on a regular basis. With the redesign of a new position, Program Support Specialist, new ideas and teaching perspectives have been incorporated into the movement as well as within general programming.
- As a result of our Quality of Life Assessments, we have recognized the need for and developed specialized on-site training.
- Additional training is developed based on the needs and interests of both our consumers and staff.
- We have added a consulting Clinical Social Worker to the Department who has helped us create a variety of programs for our consumers that include self-esteem building, social skills training, and anger-management.

# Transportation Safety

Anitra Wilson, Administrator

The mission of the Transportation Safety Department is to ensure the safe and timely transport of our consumers to and from their destinations.

## Highlights of the Past Year

- We currently operate 103 vehicles that are driven by The ARC of Essex County staff.
- The Transportation Safety Department continues to strive for the safe transport of consumers and staff.
- Our accident rate was down this year because we have continued to focus on driver training and monitoring the Safety First 1-800 number on the vans.
- We were also very pleased that Nextel agreed to upgrade the cell phones that are used on the vehicles at a very low cost to the agency.

# Human Resources

## *Employment Relations & Staff Development*

Deborah Barry, Administrator

The goals of the Employment Relations and Staff Development Department are to hire the very best people for the important work of service delivery, and to enhance their skills and knowledge throughout employment.

### Highlights of the Past Year

- We hired over 100 new employees to work within our group homes, day programs, recreation programs, as well as children and family services programs.
- We trained our staff in fourteen different courses specifically designed to enhance service provision at our agency.



- The ARC continues to be designated a Lead Agency for training by the State. As a result, we served the training needs of twenty-three other social service agencies in and around Essex County. In this role, we reached over 1300 people.

Finally, we began a new series of classes being offered to the individuals we serve in our programs.

## *Employee Benefits*

Caroline L. Werner, Administrator

The Employee Benefits Department continues to manage benefits for almost 500 employees including health, dental and life insurance; COBRA, employee retirement plan; paid time off; workers comp; FMLA, FLA, HIPAA, ADA, etc.

### Highlights of the Past Year

- Administered insurance for over 190 employees and their dependents.
- Administered the Employee Retirement Plan for 80 active participants. An important change was made on January 1, 2002 to our retirement plan whereby the three-year vesting period was eliminated for the employer match.
- Provided managed care and treatment for 83 work-related incidents and met our goals for providing continuity of income through our light-duty program for work. As a result, we lost few workdays.
- Conducted bi-weekly "Introduction to Benefits" sessions for approximately 200 newly hired or rehired employees which includes an explanation of their benefits and a review of information in the Employee Handbook This year we revised many of the benefits brochures to make them more informative and easier to assimilate.
- A new position was created and filled in our department - that of Benefits Coordinator, who assists the Administrator of Employee Benefits with the many details in managing and administering benefits and requests for over 500 employees annually.

# FINANCIAL HIGHLIGHTS

July 1, 2001 - June 30, 2002

## Income

Contributions .....	\$92,239
Membership Dues .....	\$9,595
Candle Lighters .....	\$91,100
Foundations and Trusts .....	\$130,003
Program Fees .....	\$240,214
United Ways .....	\$151,173
Government Grants .....	\$15,566,756
Miscellaneous .....	\$162,107

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**Total Income .....\$16,443,187**

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## Expenses

Salaries .....	\$8,743,307
Employee Benefits and Taxes .....	\$2,045,383
Professional Fees.....	\$616,910
Supplies.....	\$651,049
Facility Costs .....	\$1,895,225
Specific Assistance to Clients .....	\$247,512
Transportation .....	\$1,085,794
Communications .....	\$231,862
Training and Conferences .....	\$44,670
Awards and Grants .....	\$591,653
Printing and Advertising .....	\$76,633
Publications .....	\$2,689
Medical Services .....	\$26,446
Equipment/Renovation.....	\$8,932
State National Assessment .....	\$38,747
Depreciation.....	\$107,068
Miscellaneous .....	\$144,631

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**Total Expenses.....\$16,558,511**

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## Financial Operations

Dawn Bonelli, Director

The Financial Operations Department creates and monitors the agency budget.

### Highlights of the Past Year

- The budget increased approximately 14% this past year.
- We continue to provide payroll service to employees and the families receiving care through the various Family Support programs. This past year we processed an average of 365 payroll checks every two weeks. We also processed almost 1800 checks directly to over 350 families for a total of \$649,000.
- A time and attendance system was implemented in adult services. E-Time has provided employees a simpler way to report their time for payroll processing. Leigh Mozeliak, Special Projects Manager, oversaw the implementation of the ADP system. We are happy to report that Lucy Mendez-Estevés is the staff member working directly with the employees.
- We are also fortunate that Pat Hoerner has transferred to our department as accounts payable clerk.

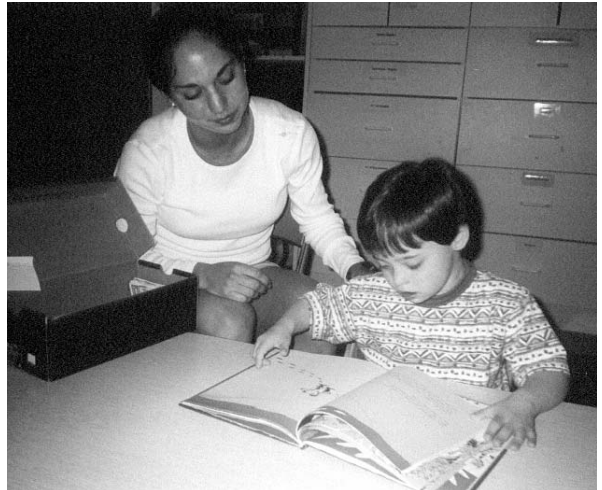
# Development

Roberta Ruben Zweifler, Director

The Development Department was initiated in the first quarter of 2001-2002. The mission of the Development Department is to increase the public awareness of The ARC of Essex County by operating an ongoing public relations campaign, and involving as many people as possible in its events and thereby augment charitable gifts to The ARC. These gifts would fund those programs that are not funded by the Division of Developmental Disabilities and would safeguard the quality of those programs funded by the State, should budget cuts occur.

## Highlights of the Past Year

- Our fundraising efforts raised almost \$370,000, an increase over the previous year's \$137,000.
- The Candle Lighters remained our major donor, contributing over \$91,000 earned from Tricky Tray, Raffles, an Ad Journal and Casino Night.
- Other gifts made during the year totaled about \$108,000.
- The Rewards Beyond Measure Campaign at year end yielded over \$24,000.
- The Stepping Stones Campaign yielded \$11,000.
- Tribute Card donations were just under \$15,000.
- Almost \$60,000 was made in last year's Golf Classic and \$18,000 was collected toward the Golf Classic in the Fall 2002.
- The ARC Run earned \$20,000.
- There were \$22,000 in gifts from individuals channeled through the United Way.



This is the first time The ARC of Essex County has publicly thanked all of its donors. We have done our very best to be as accurate and complete as possible. If we have omitted anyone or placed you in an incorrect donor category, please accept our apologies. Call us at (973) 535-1181, extension 1224 so that we may correct our records.

#### Guardians

These members of The ARC of Essex family are distinctive supporters of the agency's mission and objectives. Gifts of \$25,000 or more in any one fiscal year show an unshakable belief and confidence in The ARC of Essex County.

#### **\$25,000+ GUARDIANS**

ARC Essex Foundation, Inc.  
Candlelighters For The Retarded  
Turrell Fund  
United Way of Millburn & Short Hills

#### Benefactors

The following donors demonstrate a profound commitment to The ARC of Essex County, to its present and its future. Gifts of \$10,000 to \$24,999 in any one fiscal year are the bedrock of the agency's foundation and enable The ARC to remain a strong and innovative source of strength for individuals with developmental disabilities.

#### **\$10,000-\$24,999 BENEFACTORS**

Michael P. Bergeron Foundation, Inc.  
Mr. & Mrs. Steven S. Elbaum  
First Union National Bank  
Mr. & Mrs. Richard Post  
St. Catherine of Sienna School  
United Way of Bloomfield  
Mrs. Judy Weston  
Mr. & Mrs. Paul C. Wirth

#### Patrons

These gifts of \$5,000 to \$9,999 ensure the continued fulfillment of The ARC of Essex County's mission. We thank these donors for helping us provide the very best quality of service to our consumers.

#### **\$5,000-\$9,999 PATRONS**

American Legion  
CIT Group  
Mr. & Mrs. Charles Feldman  
Mr. Charles Friedman  
Blanche and Irving Laurie Foundation  
Mr. & Mrs. Robert J. Levinson  
Marsh USA, Inc.  
Mr. & Mrs. William O'Grady  
PSE&G  
Bob Widger

#### Golden Donors

We recognize these donors who have contributed between \$1,000 and \$4,999 in tribute to the forty-four programs which The ARC of Essex County runs, so that the lives of those with developmental disabilities living in Essex County and the surrounding area will be enhanced.

#### **\$1,000-\$4,999 GOLDEN DONORS**

Mr. & Mrs. Thomas L. Abbate  
Mr. & Mrs. Stuart Applebaum  
Mr. Joseph A. Ascoli  
Barr Laboratories, Inc.  
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West Essex Unico  
Wigder Chevrolet, Inc./Wigder Leasing Corp.

#### Visionaries

These members of The ARC of Essex County family contribute \$500 to \$999 in a single fiscal year. These funds allow us to build on our present successes to meet the needs of the future.

#### **\$500 - \$999 VISIONARIES**

Mr. & Mrs. John Adams  
Mr. & Mrs. Stephen Ashurst  
Mr. & Mrs. Peter Bellina  
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Mrs. Irene Brotman  
Mr. & Mrs. Ronald H. Carr, Sr.  
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Rocco Tutela, MD, PA  
Unico National Livingston Chapter  
Mr. & Mrs. H. B. Waldman  
Mr. Thomas Weber  
Mr. Paul Wendell  
Mr. & Mrs. Richard Wright

### Angels

The donors who gifts range from \$250 to \$499 help us sustain and enrich our programs, while providing a nurturing atmosphere to all we serve.

### \$250 - \$499 ANGELS

A.Q.L. Decorating Co., Inc.  
Mr. & Mrs. Richard E. Appleby  
Mr. & Mrs. Frank P. Arcoleo, Jr.  
Mr. Anthony Arnolie  
Mr. & Mrs. Juan E. Arroyo  
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Ms. Jane S. Wells  
Women's Club of Glen Ridge  
Mrs. Roberta Zweifler

### Supporters

We thank these wonderful donors who have made contributions of \$100 to \$249 to support our mission. They help to provide us with a solid financial base.

### \$100 - \$249 SUPPORTERS

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