

## **BOARD REPORT**

**September 21, 2017**

**Submitted By:**

**CONNI GIAMOS, HABILITATION MANAGER**

**DIANNE PAICE, BUSINESS OPERATIONS/HUMAN RESOURCES COORDINATOR**

**AMY KOSTECKI, PRODUCTION MANAGER**

### **PRODUCTION**

Our Liberty Distributing contract remains steady mainly focusing on the Door protectors; however, we have recently been instructed to work on the B's that we have in stock. We have completed 5 jobs for Tri-State Printing one of which was a Steubenville City School bulk mailing. Winding up the summer with 9 picnic table orders.

Tracey has requested that we build a 6 foot picnic table to donate to the United Way event being held at St. Florian Hall on October 4<sup>th</sup>. We as production are beginning to brainstorm on how we can add to and or participate in the Breast Cancer Awareness event to be held at the Training Center in October. We have had a group of individuals who have volunteered at the Urban Mission folding newsletters, as well as assisting with distribution at their back to school fair. We have also volunteered at the MLK center serving lunch to less fortunate children, and were also invited to take part in their end of the summer covered dish picnic.

When we did not have contract work to be done, the production department consumers took part in some community outings including local parks and the Warf at East Liverpool. We have also been to Rocky Road Gym to exercise and made a trip to the Jefferson County Fair.

### **VAN GRANT**

No news to report at this time.

### **CEO HIRED**

Tracey Thomas started on August 21<sup>st</sup> and has started moving things forward with the Medicaid application process. She is becoming familiar with the operations of Jeffco and getting to know the staff and consumers. WELCOME ABOARD!

### **JANITORIAL CONTRACTS**

A new contract has been submitted to ODOT Garage for another 3 year term beginning November 1, 2017. The documents have been sent to the Department of Transportation and we are awaiting copies signed by DAS.

### **HALLOWEEN PARTY**

Jeffco will be holding its annual Halloween Party on October 26<sup>th</sup> from 6:30 to 8:30 at the Workshop. Please feel free to stop by and join in the festivities.

### **JEFFCO TRAINING CENTER DAY HAB PROGRAMMING**

We continue to go into the community and participate with many of the local establishments. We will be adding Prime Time to our community activity list. We met with Judy Owings, Director of Prime Time. We will be purchasing five memberships for any of our consumers that are 60 and over to participate in any of their activities. These memberships will be registered as guest memberships that will be available to any eligible Jeffco consumer.

We will be scheduling our consumers to go to Janoski's Farm and Greenhouse their Pumpkinland in Clinton, PA. Pumpkinland offers tractor hayrides to their pumpkin patch to pick their own pumpkin. They also have a walk through the haunted barn and the corn maze. Our consumers look forward to this event every year.

#### **JEFFCO CANCER AWARENESS EVENT**

We will be scheduling our annual Cancer Awareness Event in October. We are looking at a two day event that will be held at the Training Center. More information is forthcoming.

#### **IN-SERVICE STAFF TRAINING**

An in-service is scheduled for all Adult Services Staff to attend on day hab programming. The in-service is scheduled with Penny Chappell from MEORCC. She will give a presentation on using the Learning Log to replace typical progress reports. This Learning Log documentation will help us meet the consumers' outcomes that are written in their plan.

#### **COMMUNITY EMPLOYMENT SERVICES**

One of our consumers from the Bridges Program was hired through Steubenville City Schools. He will work in the natatorium strictly in the pool area. He will clean this area, making sure the pool tools are properly put away. Another OOD consumer was let go at Kroger due to his pace. He was then hired at The Best Western as a Houseman. His duties consist of delivering needed items for consumers. Making sure the housekeepers carts are stocked, trash removal and general janitorial tasks. In addition, our JCBDD program hired three of our Jeffco consumers to work in the Cafeteria at the School of Bright Promise. One consumer will be working 20 hours a week and the other 2 consumers will work 15 hours each. They prep and cook, serve, stock and provide customer service to the students. They are responsible for cleaning and sanitizing all surfaces. Sweeping and mopping the kitchen floor and dishes.