

BOARD REPORT

February 16, 2018

Submitted By:

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PRODUCTION

January remained slow in our Production Department. We are continuing to work on the door protectors for Liberty. We also completed a couple of smaller mailing jobs for Toronto City and Steubenville City School Districts.

NEW VANS

Things have been running rather smoothly with our new transportation routes. We now have 5 vans on the road covering a wide area of Jefferson County.

JEFFCO TRAINING CENTER DAY PROGRAMMING

During this month our consumers participated in Line Dancing and craft classes that were held at PrimeTime. They had a great time and the folks at PrimeTime were wonderful with them. In the upcoming weeks, we will be participating in more events and having lunch at their sites throughout the county. Along with attending PrimeTime we have been going to the local libraries for their events that are offered to the public. We continue to incorporate physical activities for our folks by offering going to the gym, walking at the mall, line dancing and the Big Red indoor track.

We will be having a Valentine's Day Dance on Wednesday the 14th for our consumers. It will be held at the Training Center. Our DJ's will be both our consumers and staff. Refreshments will be served.

We have spoken with Steel Valley Region Transit Authority and learned that we are able to utilize their ADA Paratransit Service. This service is available after completing the ADA Eligibility Form and a having their physician completing the Professional form. We will be working to assist our individuals in completing the necessary paperwork. This service will allow our adults to be picked up at any requested location and transported for purposes such as shopping, socializing, and attending appointments. We are also working to get the Training Center setup as a transit stop. This will allow us to use public transportation for community outings and with the Paratransit Service our individuals' assistant/staff member will ride at no charge.

At our February 6th production meeting we had a signup sheet to build a new Birthday Committee. This committee will be run by our individuals with the help of an Advisor. They will be responsible for monthly parties to celebrate birthdays. As part of the tasks the committee will make invitations for the party, bake the cupcakes, prepare birthday cards and make small crafts to wrap as gifts. We are super excited about getting this started and hope that it will lead to serving as a welcoming committee, a committee to see people off as they branch to new adventures, as well as sending out congratulations and get well cards.

PREVAILING WAGE

It is the time of year when we send out our annual Prevailing Wage Survey to determine base rates for our individuals. These letters were sent out January 31st. Upon receipt of completed surveys they will be reviewed and tallied and our 2018 Prevailing Wages will be established to go into effect on March 1st.

CUSTOMER SATISFACTION SURVEYS

It continues to be Jeffco's goal to provide quality services to our business partners. Annual satisfaction surveys were mailed to ensure that we are meeting the needs of our business partners.

YEAR-END FINANCIAL PROCESSES

Jeffco has completed the year-end payroll processes and all W-2's and annual reports have been filed. We are now in the process of completing our financial statements in preparation for our annual audit.

MEDICAID APPLICATION UPDATE

We are still waiting for our on site visit to take place. Preparations continue to be made as we await their arrival.

COMMUNITY EMPLOYMENT SERVICES

We have received two new referrals from the Transition to Work Program for job coaching services. One individual is working at Upland South Candles Store in New Cumberland, WV. Our other individual was interviewed last week and is interested in working at Krogers or Wal-Mart. One of our individuals from OOD recently accepted a position as a Dietary Aide at the Carriage Inn.

The second session for Supporting Transition Youth and Adults with Autism Spectrum Disorder is scheduled for Wednesday, February 13, 2018. Our jobs coaches will be attending. The session focus is communication.