



# The Arc of Monmouth's 2006 Annual Report

*“Strengthening Ties to the Community”*

## **Arc's Mission**

*The mission of The Arc of Monmouth is to improve the lives of persons with mental retardation and their families. This is accomplished through advocacy, services, and supports, cooperation with community partners and community education. The Arc of Monmouth also works to prevent the causes and effects of mental retardation.*

## **Adult Services**

The Adult Services department operates five adult training centers funded by the New Jersey Division of Developmental Disabilities (DDD) and four cleaning crews. The centers and crews provide work and volunteer opportunities for served persons, as well as skill-building, social and recreational activities. This department also oversees the transportation system that brings about 350 persons to the centers and to the Work Opportunity Center each day, through contracts with Monmouth County and with a private transportation company. Centers kept their focus on strengthening ties to the community in 2006, with individuals doing volunteer work such as clutter control at local parks and delivery of Meals on Wheels; completing paid work contracted from local businesses; providing laundry services to local citizens; and taking community trips to events such as a Blue Claws baseball game and plays at the Algonquin Theater. Individuals at centers also participated in safety, socialization, music and self-advocacy groups, dental and podiatry clinics, job club, and hands-on training on computers.

## **Employment Services**

During 2006, the Employment Services Department strengthened ties to the community by continuing its work of assisting persons with disabilities to find and maintain jobs. The department operates employment programs for people with disabilities from offices in Red Bank and Freehold, serves persons moving from welfare to work, and runs an afternoon respite program in Freehold. In FY 2006, 34

The Arc of Monmouth has operated in Monmouth County for more than fifty-seven years, beginning with a few families who joined forces in 1949 to provide an education to their children with mental retardation before such services were available to them in local schools. Services have expanded greatly since the agency's inception. People with cognitive disabilities increasingly live in the community throughout their lives, rather than in large institutions. During 2006 The Arc of Monmouth served more than 1500 community members with developmental disabilities. More than 91% of these persons had a primary disability of mental retardation. Persons with other types of developmental disabilities, including autism and cerebral palsy, were also served. The Arc of Monmouth continues to be dedicated to improving the lives of persons with mental retardation and their families. More and more we seek to have people with cognitive disabilities be connected with others in their communities and neighborhoods, in roles such as employee, volunteer, audience member, and customer. This Annual Report provides information on the activities of a busy 2006 for the organization, during which we were working to keep strengthening ties to the community.

Implementation of the board-approved Strategic Plan for the agency began in 2006, providing direction for the activities and growth of the agency through the next several years. Arc also started offering services through the Division of Developmental Disabilities (DDD) Real Life Choices (self-directed services) program. A new Technology Plan was drafted, which includes an objective of increasing the access of served individuals to computers and other technology. Advocacy on issues of importance to members of The Arc continued. During FY 2006 members of The Arc of Monmouth community were part of 47 advocacy efforts, responding to Action Alerts for e-mail, letters or calls to legislators and officials, and visiting them to discuss needs of persons with mental retardation and their families. Federal issues included funding for Supported Employment, Medicaid and transportation. State issues included the need for more funds for family support, waiting list services, employment and vocational training, and transportation services.

new persons with disabilities were assisted to achieve employment, and another 22 persons assisted to find new jobs. In addition, the Employment Resource Center helped 85 persons move from Temporary Assistance for Needy Families to a job. Employees also completed 84 Access Link/New Jersey Transit evaluations, enabling persons with disabilities to qualify for transportation assistance. The Afternoon Respite Program increased enrollment to 13 persons, who continued their involvement in community-based activities.

## Health Services

2006 was a year of changes in the Health Services Department. At the start of 2006, many patients of the Ambulatory Care Center whose medications were previously covered by Medicaid were switched to Medicare Part D, and had to choose a prescription plan. A number of trainings were held for consumers, families, caretakers, and employees to prepare for this change. In many cases new prescriptions for different medications were necessary due to the formulary of the person's selected prescription plan. Arc employees handled a large volume of paperwork related to the initiation of this drug coverage. Another change came when DDD ended the Integrated Therapeutic Network (ITN) as of the end of 2005. Arc had been the local agency providing mental health services through that network. Arc is not a provider in the regionally based Community Professional Support and Training Program (CPST) that replaced the ITN. CPST is described by DDD as a service model that focuses on providing professional support and training rather than direct service delivery. Health Services continued to offer ambulatory medical care, to coordinate Mobile Dental Clinic services at various Arc programs, and to offer mental health services, including psychiatric care, psychological evaluations, therapy groups (one of three new ones focuses on substance abuse), and individual counseling. Training on several mental health topics was also offered through this department.

## Dorothy B. Hersh High School

Hersh High continued its emphasis on preparing its students for the world of work after graduation, again strengthening ties to the community. More than 15 employers, including several new ones, gave job opportunities to students as part of their preparation for adulthood. School employees supervised students in part-time jobs, volunteer work, and job trials. Some students spent time at Arc's Work

Opportunity Center. Of course, academics also got attention, with reading/language skills and math skills improving by 35% and 50% respectively. The students also found time to have fun, with visits to the Algonquin and Count Basie theaters, Jenkinson's Aquarium, Sandy Hook, a Blue Claws game, and a picnic at Holmdel Park.

## Social Services and Independent Living

The Social Services department serves as a resource for families and others seeking information about the service system for persons with developmental disabilities. Seven sessions of training for families on individual education plans were offered in FY 2006, and education advocacy services provided to more than 40 families. Employees documented 226 inquiries about services during the fiscal year. Many questions concerned vocational and employment services, and others requested information about residential services, education advocacy, legal resources, health care services, and other issues. Social Services also supports other Arc departments by offering training for employees on such issues as gentle teaching and obsessive-compulsive disorder. Department staff coordinated a food collection drive for Thanksgiving, serving 60 families. Staff obtained gift certificates for 12 served persons at Christmas, and collected donations for the United Way School Time Wishes Project. Transitioning students also get attention from this department, which published three issues of the Working Papers newsletter for high school students with disabilities in FY 2006, sponsored Transition Night, and made presentations at nine local schools. This department also provided job skill training through conducting Job Clubs for these students.

The Independent Living Program in this department provides supports to persons with developmental disabilities living in the community who need additional assistance to maintain their current independent lifestyle. Funded by DDD, this service assists people with money management, meal planning and cooking, securing Social Security and other benefits, getting quality health care, using transportation systems, managing personal medical care, and more. In 2006, the department helped one of its 20 served persons take a vacation, assisted another to connect with a family who invited her to ball games and other outings, and got one man involved with Literacy Volunteers to improve his reading and gain computer skills. The department truly helped people strengthen

ties to their local community.

## Recreation

This department offers a great variety of leisure time opportunities for persons with disabilities, many of them in conjunction with community partners, and all involving use of community volunteers. The department offered a three-day trip to Connecticut in May 2006, with non-disabled family members pleased to be included. Two fitness classes were offered, increasing the number of persons who could be served. Young adults were offered three programs, and teen programs continued to be provided. Other trips during the year included a bus trip to New York City, vacation time in Wildwood, and a trip to a resort in Jamaica. The Circle of Friends club coordinated by the department was a part of many community service projects, including collecting toys for tots, school supplies for local families, and books for military personnel overseas. The club adopted a family through a local church at the holidays, volunteered for a planting day in Bradley Beach, and hosted an event to raise funds for the St. Luke's Food Pantry. Clearly they were strengthening ties to the community.

## Residential Services

Eighty-six individuals were served in group homes, supervised apartments or supportive living during FY 2006. Eighty-seven percent (87%) of these persons were age 41 or older. Seven persons were older than age 71. This department is dealing with many of the same concerns that families face as their family member with a disability ages. Conditions including diabetes, Alzheimer's disease, and impaired mobility have increased. Dietary changes and modifications to food texture have been needed, use of wheelchairs is more prevalent, and more medical care is required. The employees of this department continue to provide high quality services despite obstacles such as open staff positions and increasing demands. All homes maintained full licenses from the state. Family members and served persons rated Arc's residential services highly on annual surveys. Many opportunities for connecting to the community were provided to persons served in homes and apartments.

## Work Opportunity Center (WOC)

The Work Opportunity Center lived up to its name in 2006, helping secure community employment for six individuals, offering Job Club training to twenty-three persons, and providing twenty-two job sampling opportunities for served persons. Ninety-three percent of surveyed served individuals at WOC said they had learned a new skill there during the last year, and seventy-six percent said WOC always helps them reach their personal goals. WOC, along with Employment Services and Adult Services, worked hard to prepare for the CARF accreditation survey held in October 2006. A three-year accreditation was awarded to The Arc of Monmouth for seven of its services.

## Other Important Arc Departments

Accounting continued to provide high quality financial data to Arc's board of directors, management, and funding sources.

Administrative Support employees throughout the agency maintained databases and files, typed, copied, and faxed documents, and did all the myriad tasks required to help complete all the paperwork responsibilities of an agency such as Arc.

Development raised funds for Arc programs with the assistance of hundreds of volunteers, who planned and attended the Winter Glow Ball, Golf Classic, and Step Up for The Arc Walk, and donated time to

our two thrift shops. This department also prepared agency newsletters, kept the website up to date, sent out press releases, and handled other public information duties.

Human Resources continued their extensive efforts to recruit quality employees for Arc positions, recognize achievements of current employees, and offer a wide variety of training to staff members. The Lead Agency Training staff conducted 220 pre-service training sessions for employees of 30 provider agencies in Monmouth and Ocean Counties.

Facilities Maintenance employees helped keep all Arc buildings in safe operating condition, completing many maintenance tasks themselves, and using local vendors when necessary.

### ASSOCIATION FOR RETARDED CITIZENS, MONMOUTH UNIT, INC. CONSOLIDATED STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS FOR THE YEAR ENDED JUNE 30, 2006

|   | <u>Unrestricted</u>  | <u>Temporarily<br/>Restricted</u> | <u>Permanently<br/>Restricted</u> | <u>Total</u>         |
|---|----------------------|-----------------------------------|-----------------------------------|----------------------|
| Support and revenues:   |                      |                                   |                                   |                      |
| Federal and state financial assistance                                | \$ 10,860,342        | \$ -                              | \$ -                              | \$ 10,860,342        |
| Local municipal government school board fees                          | 1,078,184            | -                                 | -                                 | 1,078,184            |
| County grants   | 394,710              | -                                 | -                                 | 394,710              |
| United Way of Monmouth County   | 45,333               | -                                 | -                                 | 45,333               |
| Donated services, materials and facilities                            | 141,855              | -                                 | -                                 | 141,855              |
| Contributions   | 253,346              | 27,197                            | -                                 | 280,543              |
| Other governmental fees   | 114,441              | -                                 | -                                 | 114,441              |
| Program revenue   | 1,588,117            | -                                 | -                                 | 1,588,117            |
| Thrift shop sales   | 264,172              | -                                 | -                                 | 264,172              |
| Special events revenue  | 403,160              | -                                 | -                                 | 403,160              |
| Rental revenue - HUD group homes                                      | 556,732              | -                                 | -                                 | 556,732              |
| Investment Income   | 361,275              | -                                 | -                                 | 361,275              |
| Membership dues   | 18,976               | -                                 | -                                 | 18,976               |
| Other revenue   | 11,362               | -                                 | -                                 | 11,362               |
| Net assets released from restrictions                                 | 47,779               | (47,779)                          | -                                 | -                    |
| Total - support and revenues  | 16,139,784           | (20,582)                          | -                                 | 16,119,202           |
| Less: Adjustment for revenues generated by interdepartmental billings | (159,368)            | -                                 | -                                 | (159,368)            |
| <b>TOTAL ADJUSTED SUPPORT AND REVENUES</b>                            | <b>15,980,416</b>    | <b>(20,582)</b>                   | <b>-</b>                          | <b>15,959,834</b>    |
| Expenses:   |                      |                                   |                                   |                      |
| Program services  | 13,282,573           | -                                 | -                                 | 13,282,573           |
| Support services  | 1,973,601            | -                                 | -                                 | 1,973,601            |
| Total - expenses  | 15,256,174           | -                                 | -                                 | 15,256,174           |
| Less: Adjustment for expenses incurred for interdepartmental services | (159,368)            | -                                 | -                                 | (159,368)            |
| <b>TOTAL ADJUSTED EXPENSES</b>  | <b>15,096,806</b>    | <b>-</b>                          | <b>-</b>                          | <b>15,096,806</b>    |
| <b>CHANGE IN NET ASSETS</b>   | <b>883,610</b>       | <b>(20,582)</b>                   | <b>-</b>                          | <b>863,028</b>       |
| <b>RECLASSIFICATION OF NET ASSETS</b>                                 | <b>1,941</b>         |                                   | <b>(1,941)</b>                    | <b>-</b>             |
| <b>NET ASSETS, BEGINNING OF YEAR</b>                                  | <b>13,269,159</b>    | <b>456,289</b>                    | <b>240,900</b>                    | <b>13,966,348</b>    |
| <b>NET ASSETS, END OF YEAR</b>  | <b>\$ 14,154,710</b> | <b>\$ 435,707</b>                 | <b>\$ 238,959</b>                 | <b>\$ 14,829,376</b> |

The statement of activities presented above has been extracted from the consolidated financial statements audited by Amper, Politziner & Mattia, PC (Certified Public Accountants and Consultants) for the fiscal year ended June 30, 2006 on which an unqualified opinion was expressed dated September 15, 2006. The statement of activities should be read together with the complete consolidated financial statements in order to have a better understanding of the organization's financial position and the results of its activities.