



the ARC Linkletter



www.waynearc.org

July / August 2010

Important Dates

July 9th - Food Auction in KI Cafeteria at 3:30pm

July 24th - Agency float in Rose Parade

August 6th - Food Auction in KI Cafeteria at 3:30pm

August 11th - Staff Appreciation at RCC

August 12th - Staff Appreciation at VanBuren Street

September 6th - Agency closed in observance of Labor Day

October 2nd - 3rd Annual Coming Together the United Way Canal Walk



FROM DAVID CALHOUN, OUR EXECUTIVE DIRECTOR

I would like to thank everyone who volunteered for this year's very successful golf tournament. Special thanks to the Golf Committee, Terri Skinner and Tracy Clingerman in making this our best golf tournament to date. The Agency raised over 30,000 dollars.

As most of you know we go into the July 4th holiday with no State budget and while State government will not be closing there are still numerous issues to be worked out, the soap opera continues.

This past May the Agency held our annual meeting. The members of the Agency elected officers for the Board of Director, elected President was Kathleen Denniston, 1st Vice-President; Sharon Boyd; 2nd Vice-President C.J. Britt; Treasurer Scott Healy and Secretary Helen Wright. We would also like to welcome back to the Board previous Board member and past President, Sandy Woodard.

There are some new programs that are beginning in the Agency: In-Home Intervention Services, Intensive Behavioral Supports, and Crisis Interventions. The primary focus of these programs is to assist individuals while living at home or in the community.

One of our Strategic goals is to pursue and foster collaborations with other agencies and businesses. The purpose of collaborations should be to enhance service delivery, share expertise and work towards a common goal. The Agency currently collaborates with over 30 organizations and businesses all in order to improve and enhance the programs and services we deliver. We are always looking at future opportunities. If you have an idea or know of an organization which you feel would benefit the Agency's programs or the people we serve please let me know.

ANNUAL MEETING

The Human Resource Department is pleased to have team member **Barbara O'Bine** as the recipient of the "Employee of the Year" award given at the Annual meeting on May 11th.

Barbara is well deserving of this award for the many things she has done above and beyond her normal responsibilities as Assistant Director of Human Resources. Congratulations Barbara, we are proud to work with you! Other award recipients are:

Chuck Boyce Memorial Award – **Gilbert Pineda** nominated by Natalie Wavrick

Personal Achievement Award (co-winners) – **Terrell Hollie and Mark Sampson** nominated by Stacey Jo Brown, Becky Derks and Bonnie Reitz
Arc of Triumph Award – **Herbert Green II** nominated by Melanie Swarthout, MSC

Community Awards:

Customer of the Year – **IZZO Golf** nominated by Diana Lagenor, KI

Vendor of the Year - **H. Frederick (Fred) Schulte** nominated by Donna DeWolf & Sue Kell

Employer of the Year – **Winchester Optical** nominated by Laurie Hammond, KI

Good Neighbor of the Year – **Gladys Tack** nominated by Peter Owen

Volunteer of the Year - **Mary Jane Healy** nominated by David Calhoun

RCC's Generosity of Spirit Award - **Linda Kingsley** nominated by Shirley Scarfia, RCC



BRIGHT SPOTS

Redmond DayHab staff
Linda Zukauskas
Jeni-Lee Chambers
Connie Hawley
Dave Johnson
Sally Carr
Stephen Burke

Becky Derks
Vern Herment
Sandy Herment
Jon Rubin
Stephen Lash
Jaime Arnitz
Wendy Lorenzen

Sarah Lagasse
Charlie DeBuyser
Donna Miller
Becky Derks
Jaime Foster
Myrrh Ruiz
Troy Wing

Karen Bryne
Whitney Pillozzi
Tiffany DeCook
Martha Elmore
Tanisha Hill

Please submit entries for the next Linkletter no later than **September 1st** to **Terri Skinner** via email at skinnert@waynearc.org



ACROSS THE CANAL ...



We've come to the end of another successful school year at Roosevelt Children's Center. Although many of our students will attend summer program, classrooms held graduation ceremonies for those students who will go on to their school district classrooms in the fall. It's so gratifying to see the progress they have made during their time at RCC. Congratulations to all the children and their families!

I also want to recognize the hard work and dedication of our wonderful RCC staff. It is because of them that we have had such a successful year both programmatically and financially. Money is still tight and we still have a deficit however, as of the end of May, we are in better shape than we have been in a while. Thank you all, you're great!!

MSC HAPPENINGS

The MSC team presented the Redmond Day Habilitation Staff with a bright spot.

They have faced a vast amount of challenges and handled each situation in a nurturing and patient manner. The staff have a positive upbeat approach and have created a truly fantastic program.

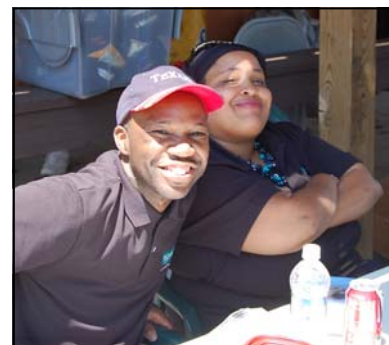
They are a charismatic and energetic team that have demonstrated their loyalty to Wayne ARC as well as their individual program. They have created a vibrant and fun day program. The program is so successful the consumers to not even want to leave at the end of the day.

We feel the Redmond Day Habilitation Staff should be recognized for their efforts, patience, creativity, and overall loyalty.



28TH ANNUAL AGENCY GOLF TOURNAMENT

Wayne ARC raised over \$30,000 at their 28th Annual Golf Tournament held at Wayne Hills Country Club on the 21st of June. The overall sponsor of the event was Lyons National Bank. Platinum Sponsors of the event were Ely & Leene/Mead-Maloy, Dobbins Drugs/Old Lyons Hardware and Relph Benefit Advisors. Other major sponsors included Bonadio & Co., LLP, JRLON, Inc., WACK Radio/Big Dog Country, Hiscock & Barclay, LLP and WalMart Super Center in Macedon. The success of this tournament is attributed to generous sponsorship and countless contributions of time and energy by committee members and volunteers. The committee is comprised of Steve Felker and Tim Cappon - Ely & Leene/Mead-Maloy Insurance Co., both having served for 22 years, Darren Brentnall - Lyons



National Bank, John Tickner - WACK Radio, Mark Peake - Village of Newark, David Calhoun - Executive Director of Wayne ARC, Tracy Clingerman, Gary Reilly, Terri Skinner and Sue Bryant - all of Wayne Arc. Special guests for the day included Patricia Grimes and Terrell Hollie who receive services through Wayne Arc. To view Patricia singing the National Anthem at the event, please visit the Wayne Arc Facebook page.

The tournament boasts several events - most notably a hole in one contest sponsored by Lakeland Equipment, a putting contest and a closest to the pin contest in memory of Bill Patterson, the founder of the event, sponsored by Ely & Leene/Mead-Maloy. The putting contest this year was won by Sean Dobbins. The memorial closest to the pin contest was won by Bruce Wagner who received a \$250.00 cash prize. The winning scratch foursome was Bill Weston, Kyle Krickovich, Don Preston and Ed Krickovich for the 2nd consecutive year. The winning net foursome was Mike Novakowski, Todd DeRycke, Doug Bernhardt and Dave Morrell. Special thanks go out to the staff of Wayne Hills Country Club and Morgan's on the Green for continually providing exceptional service as well as to the over 100 sponsors and donors and 150 golfers who made the day possible.



EMPLOYEE OF THE QUARTER



The Employee of the Quarter recipients for this quarter are Sue Everdyke from RCC and Linda Mascioli from HR. They each received a \$50.00 gift card. Congratulations!





NEWS YOU CAN USE FROM HR

*Is it time to update your beneficiary form for your 403(b) retirement plan for SBS? Starting 7/9/10 you will be able to go on ARCNet and print out a beneficiary form to complete. After the form is complete, please forward it to HR.

*Our 403(b) carrier has announced the addition of two new investment fund options. **Eaton Vance Structured Emerging Markets A (EAEMX) and Blackrock Inflation Protected Bond (BPRAX)** became available as additional investment options on June 30, 2010. More information about the new funds will be included with your 2nd quarter account statement.

*We have received general information about a program that is funded through the State of New York Dept of Health-Cancer Services of Wayne County where individuals that do not have insurance can receive free cancer screenings (pap, mammograms and colorectal). These services are available locally at Newark Hospital as well as throughout the State of NY. Please Note: The program does have limits in terms of services provided based on age or risk level. This is a State of New York Department of Health program through the Cancer Services of Wayne County. For more information call (315) 332-2255.

Free Mammograms

Women age 40 and older

Women who are younger than age 40 and at high risk for breast cancer

Free Pap Tests

Women age 40 and older

Free Colorectal Cancer Tests

Men and Women age 50 and older

Men and women of any age who are at increased risk for colorectal cancer

*Relph Benefit Advisors will be hosting informational meetings on July 15th to inform employees on the HRA and Flexible Spending Account procedural process. The meetings will be held at 150 VanBuren Street in the Canal Side Conference room on July 15th at 10:00 am and 1:15 pm and at the RCC gym at 3:00 pm. This is an excellent way to learn firsthand what charges are reimbursable, the proper way to submit claims and how claims are processed once they are received by Flexible Benefits System, Inc. This is also an excellent opportunity to ask questions regarding the recent announcements of the additional lump sum and UTEF money that was put into all eligible employee accounts on 7/1/10. **Please contact Jeanna Rouland at ext. 267 to schedule your meeting time.**

DRESS DOWN FUND SCHOLARSHIPS AWARDED

On June 7th, Karen Beach and Donna DeWolf, acting as representatives of both the Business Office and Human Resource Department, went to Sodus Central School to present two \$100.00 scholarships for two graduating seniors selected by their teachers who meet the requirements established by both departments. The scholarship rewards a student who maintains consistent academic ability, participates in school and community activities and demonstrates courtesy, respect and appreciation to fellow students and faculty. These scholarships are awarded in the areas of Computer Information Technologies and Business Studies. In past years scholarships have been awarded to Newark High School students as well as students attending Lyons High School.

Congratulations to Jesse Ritz and Katelyn Barse, this years scholarship recipients.

Scholarships are only part of what the Business Office and Human Resource Department do with the "Dress Down Funds". Staff in both departments donate \$.50 per week for the privilege of dressing down on Fridays. This money is then used for these scholarships, food pantry donations, Children's holiday gifts, families in distress, local disaster relief, etc. every year.

STAFF NEWS

The Disabilities Studies Certificate Program is presented in partnership with New York State Association of Community and Residential Agencies (NYSACRA) and the State University of New York (SUNY).

Wayne ARC would like to congratulate our first graduate of the program Pam Precourt!

This program began in the fall of 2007 and was an intense two year program that was comprised of a six week Bridge to College course, four college classes and a twelve step online module program. Participants receive recognition from NYSACRA in honor of their successful completion of this accredited program.

Wayne ARC would like to congratulate Pam on her successful completion, hard work and dedication throughout the program! Great job Pam!

IT TIPS AND HIPAA REMINDER

Goodbye Novell GroupWise;



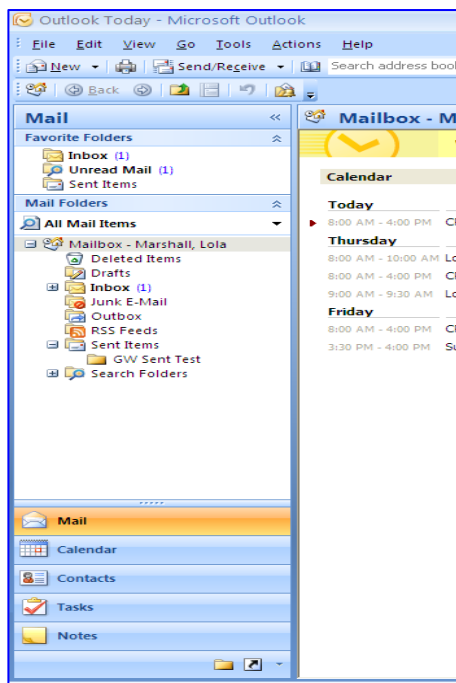
Hello Microsoft Outlook



In mid-May we started the process of moving our email from Novell GroupWise to Microsoft Exchange Server. Since May 18, all employees with email accounts have been able to open their new Exchange email using an internet browser (such as Internet Explorer), and logging in using Outlook Web Access. You can use the web Outlook by typing webmail.waynarc.org in the browser's address field.

Many people think this is the new email program, but it isn't. Full Microsoft Outlook is coming! IT staff members are removing GroupWise and installing Microsoft Office 2007, including Outlook, on all networked computers. We're about 1/3 of the way through. When the GroupWise icon disappears from your computer, you will want to look for the Outlook icon shown above. You will find it on your desktop or on the task bar next to the Start button. You may have to open it the first time by going to Start>Programs>Microsoft Office>Microsoft Office Outlook 2007.

One less password to remember and one less login to get to your email – Hooray!!! Once your computer has the Office upgrade, you will no longer use a web browser, and you do not have to log in again to get your email! *There is a down side:* If you leave your computer and don't log off, the next person to use that computer will have access to your email, as well as all your other files.



We will soon be offering training classes for Office 2007 and Outlook 2007. In the mean time, here are a few tips to help you get started with Outlook.

- Quick, easy navigation to email, calendar, contacts, etc. Click on the buttons (lower left side of the screen).
- Unread emails are bolded, and the folder shows the number of unread messages
- Creating a new email is as easy as clicking the button "New". The "TO:" button opens the address book for the agency and personal address books.
- General Distribution Lists are pre-populated and automatically updated for new hires. Select "All Groups" to find the available lists.
- You can create your own distribution list. Go to File>New>Distribution List. Give it a name. Click on "Add Members" button, select the person and click "Members"; repeat until your list is completed.
- Going on vacation? Go to Tools>Out of Office Assistant and set up a personalized auto-reply, including the date and time for it to start and stop.

DAY HAB DOINGS

On Wednesday, June 9th, Day Hab presented a training to their staff given by Rebecca Narburgh from the Alzheimers' Association.

"Memories in the Making" is a national program using ART as a tool for enhancing communication with people with Alzheimer's disease or related dementia. Ideas come from such areas as: Different Eras (rumble seats in cars, prohibition, the first television sets, etc), Gender Influence (architecture, hunting, ham radios, quilting), Old Holidays (D-Day, May Day, Arbor Day), Resources (Time-Life books on America from the 30's, 40's and 50's), Props (flowers, shoes, folk art, kitchen utensils) etc. The program's goal is not only to enhance communication but to increase self esteem and preserve memories for future generations.

