



# the ARC Linkletter

[www.waynearc.org](http://www.waynearc.org)

October / November 2008

## FROM DAVID CALHOUN, OUR EXECUTIVE DIRECTOR

### Important Dates

**October 31st** - Happy Halloween

**Nov 4th** - Election Day

**Nov 11th** - Veteran's Day

**Nov 14th** - Food Auction

**Nov 27th & 28th**-Agency closed in observance of Thanksgiving

**Dec 20th**- Holiday Party at the Waterloo Holiday Inn

**Dec 25th & 26th**- Agency closed in observance of the Christmas Holiday

**Jan 1st & 2nd**- Agency closed in observance of New Years Day

**Jan 19th** - Agency closed in observance of Martin Luther King Jr.'s Birthday



We have all heard daily it seems about the growing recession and continued downturn of our economy in New York and throughout the nation. I recently attended the annual NYSARC convention in Albany and I won't tell you that the news was good or promising. The New York state deficit projections continue to grow. The Governor announced that the current year deficit has doubled from \$1.2 billion to \$2.5 billion. The Legislature will return to Albany to deal with that on November 28th, following elections. The Governor's estimate for the next fiscal year is as high as \$10 billion. According to the Governor, "twice the deficit we've ever faced in this State". According to OMRDD Commissioner Ritter, OMRDD will be looking at systematic change in the delivery of services and placing everything on the table for potential cuts.

The good news, we are fortunate to work at an Agency that is financially secure and belongs to NYSARC, the largest provider of disability services in the country. We have been putting funds in reserve for just such a day and we are committed to the continuation of services with as little interruption as possible. There will be changes in the way we do business but by being proactive it is our hope to lessen the impact of the current economic crisis.

The Agency recently participated in a joint venture with the United Way of Wayne County. The first annual canal walk was a huge success. There were over 160 walkers and the event raised \$7000.00. I would like to thank Carol Petis, Executive Director of United Way and all the committee members and volunteers who made the day such a success. I would also like to thank Seana Freling whose team of walkers raised over \$1000.00.

Starting the first week of November two fifty dollar gift cards from Wal-Mart will be drawn until the last week of December for all eligible staff. It is our way of saying thanks for all the hard work you do for the agency and the people we serve.

The staff Holiday party is scheduled for December 20<sup>th</sup> at the Holiday Inn in Waterloo. I hope you are able to attend, it is always a great time and the Holiday committee works hard every year to make the night such a wonderful success.

The Annual State of the Agency Meeting will be December 9<sup>th</sup> at 9:00 am and 3:00 pm at the Roosevelt Children's Center gymnasium.

## COMMUNITY EMPLOYMENT

Wayne ARC and MTP (Model Transition Program) are working in collaboration to serve students with disabilities. The MTP serves students in the Wayne Finger lakes BOCES program. The MTP goals are to increase the number of students being connected with VESID services, post secondary education and workforce. MTP wants to improve collaborations with high schools, parents, students, vocational rehabilitation professionals, community partners, and adult services. Wayne ARC is contracted with MTP to provide services in response to the needs of the students. We will provide orientation about the services we can provide such as MSC services, vocational exploration and work experience, community based assessments and job development

We would also like to congratulate Missy Wager for becoming a new Vocational Evaluator and welcome Sheila Park as a new Vocational Instructor.

## BRIGHT SPOTS

Bill Clevenger  
Jim Ball  
Jim Leff  
Colleen Gates  
Suzanne Engle  
Caitlin Brown  
Katie Hoffman  
Hilliary Ottaviano

Yolanda Currington  
Beth Brewer  
Sue Everdyke  
Fonda Benne  
Sage Walker  
Diana Lagenor  
Royanne Bernhardt  
Jessica Emmel

Debbie Milliken  
Connie Norman  
Karen Russell  
Linda Zukauskas  
Todd Dykhuizen  
Tina Hicks  
Jason Evans  
Kelly Bates

Bill Clevenger  
Jim Ball  
Deb Downey  
Valerie Curtis  
Connie Sandroni  
Sue Kell  
Seana Freling

Please submit entries for the next Linkletter no later than Dec. 1st to Terri Skinner via email at [skinnert@waynearc.org](mailto:skinnert@waynearc.org)

## ACROSS THE CANAL ...

*Roosevelt  
Childrens Center*

On Saturday, September 6th, Shirley and Lynne spent the day

handing out informational fliers about the Wayne ARC and Roosevelt programs during the Children's Health Fair in Clyde. They spent the day reaching out to our surrounding communities meeting new contacts and visiting with parents of alumni.



On September 26 and 27 our OT/PT departments hosted a conference titled Yoga Therapy for the Child with Developmental Challenges. It was sponsored by Education Resources, Inc. and presented by Anne Buckley Reen, OTR, RYT. She is a nationally known Occupational Therapist and Yoga Instructor. Approximately 36 therapists from other agencies and schools attended from as far away as Toronto! It was an excellent opportunity for our staff to gain valuable information about an additional strategy for working with our students as well as showcase our program and building. Because of the success of this conference we will consider hosting others in the future.

On September 30th RCC had our first half training day for staff. Our highly skilled Autism Spectrum Disorder team presented a workshop on the common characteristics of Autism in children and the three approaches we use at Roosevelt Children's Center - DIR, ABA, and TEACCH.

Janice Gibala-Broxholm, Speech therapy Coordinator and Vicki Sackett, School Psychologist also presented a workshop for professional staff titled: Statistics and Everything You Ever Wanted to Know about Standard Scores (but never wanted to ask). This presentation was a refresher on statistics as well as the current Early Intervention and Preschool eligibility requirements. The workshop also focused on report writing and the use of standard scores.



On October 17th we had our Fall Festival. Our students were able to decorate cookies, play in a hay maze, scoop out pumpkins, remove corn kernels from the cob and go for wagon rides both hand drawn and motorized with Dean at the wheel.

The week of October 20th we held our Scholastic Book Fair which netted \$1057.00 in books for the classrooms at our school. During Book Fair week we also held our Open House which gave family members and guardians an opportunity to see the day time activities of our students.

Many classrooms are taking advantage of local kid "sights of interest" for fall fieldtrips. They are going to a variety of places including Chase Farms, Long Acre Farms, Alasa Farms, Cracker Box Palace and El-VI Farms (great for our half day classes!

## NEWS YOU CAN USE FROM HR

It's almost time again for our annual benefits open enrollment. Relph Benefits will be coming soon for group informational meetings which will be held on November 10, 11, 12, & 13th. The group meetings will be held at the Canalside Conference Room, RCC, and one at our Orleans site. The individual meetings with the enrollers will be held the following week of November 17th. Individual meetings will be held at RCC, the Key and HR conference rooms and at Orleans. You will need to sign up with HR for both the group and the individual meetings. Be watching for specific information coming soon.

## ANIMAL FAIR AT CRACKER BOX PALACE

On September 20, 2008, the Cracker Box Palace in Alton, N.Y. an "Animal Faire" was held to help make money for their animal rescue shelter. WARC was asked if they would like to bring a booth to sell whatever items they chose and to help share the various WARC program with the community. After much discussion, it was decided to have small craft and bake sale at our booth, and that all proceeds would be donated to the Cracker Box Palace. Many hours were spent making all items that would be sold. We also received some small crafts from WARC's Clinic Department to sell. **Proceeds of \$140.00 were donated.**

Day Hab staff, **Debbie Milliken and Connie Norman delivered, set up and manned the booth for close to 8 hours** that day and it was greatly appreciated!

## JOSLIN "OUTSTANDING PERFORMER" AWARD

We had two of our individuals receive the "Outstanding Performer" award from New York State Industries for the Disabled, Inc.'s **William B. Joslin Outstanding Performance Awards Program**. **Dawn and Tim Steves** were two of 50 New Yorkers employed under the NYSID Preferred Source Program's contracts that are being recognized through this high profile awards program. Their personal story of achievement has been published in a commemorative yearbook that will be sent to all NYSID member agencies and NYS legislators.





## HIPPA REMINDER: WORKSTATION SECURITY

### Log Off the Computer

Every employee with a network user account has authorization to access specific electronic information stored on one or more of Wayne ARC's network file servers. Access to electronic consumer information, as well as shared and personal user files and documents has become the norm for more than half the staff employed by the Agency. Eventually, all full and part time staff will be using Agency network and computer resources.

Most, if not all, network users have come to rely on their electronic records and find themselves at a loss if their information is unavailable for any reason. With the ever-increasing reliance on electronic data and information technology, it is vital that we all remember to protect these valuable resources and the records we produce using Information technology tools.



"There are better ways to log off."

A successful logon to the Agency network means that a user has been issued a User Identification, also known as a user name or user ID, and they have a password associated with their user name that verifies who they are in the network records. When a user successfully logs on to the network, the information he or she is authorized to access is made available to the computer from which the logon was completed. This authorized access remains in effect until the user logs off the computer and terminates his or her connection to the network. If a user remains logged in but leaves the workstation unattended, anyone who uses that unattended computer has access to any and all information available to the person who logged on. This can be a problematic situation at best.

To avoid unauthorized access to information about our consumers or other files you have saved in your personal folders, you control the confidentiality and privacy of that information when you log off the computer. Particularly for staff who share computers, logging off when leaving the computer for only a few minutes can appear to be unnecessary, but compared to the risk of someone seeing information they shouldn't, logging off the computer every time you leave it is actually just a minor inconvenience.

Everyone who uses Agency information technology equipment and resources shares the responsibility for keeping information safe and secure. Do your part by logging off your computer when you are not using it.

## WAYNE ARC'S NEW VOLUNTEER PROGRAM

Volunteers are an integral service of support to people receiving services. In addition, volunteer and internship collaborations with area colleges strengthen ties and increase the Agency's presence in the community. This program shows our commitment to attract qualified volunteers from the community to assist staff and individuals in all program areas.

**The Perk Committee kicked off Wayne ARC's new Volunteer Program on October 17<sup>th</sup>.** Please join us in recognizing the following employees who have an important role in this new process:

**Jeanna Rouland- HR Volunteer Coordinator & CA Program Liaison**  
**Pat Smith-ARS Program Liaison**  
**Sunday Godfrey-MSA Program Liaison**  
**Connie Jones-Residential Program Liaison**  
**Shirley Scarfia-RCC Program Liaison**

If you receive any phone calls from potential volunteers, please pass that call to Jeanna (X267) to begin the process. **If you have questions** about the new process, **feel free to speak to Jeanna, any of the Program Liaisons or any member of the Perk Committee (Morgan Horton, Shirley Scarfia, Connie Jones, Tracy Clingerman, Barbara O'Bine, Joanne Hicks and Gary Reilly).**

## INNISBROOK FUNDRAISER

Our agency-wide fall fundraiser featuring **Innisbrook Wraps** realized a **net profit of \$4444.00**. Great job everybody!

All proceeds from the fundraiser went to support the programs at RCC. Remember that you may still order merchandise on line a [www.innisbrook.com](http://www.innisbrook.com). Our **school code is 109976**. We will receive credit for any orders placed on line even after the fundraiser is finished. Any questions please contact Terri Skinner at [skinnert@waynearc.org](mailto:skinnert@waynearc.org) or call 315-331-7741 ext 357.





## FIRST ANNUAL CANAL WALK



### The United Way of Wayne County and Wayne ARC raised over \$7500.00 at the first annual Canal Walk.

The event attracted more than 160 walkers to T. Spencer Knight Park. Participants walked a 3.1 mile course starting at the park traveling west to Whitbeck Road and back. Registration started at 8 a.m. and walkers arrived to enjoy breakfast and refreshments. Lunch was provided at noon. "We had the perfect day for a first time event. It was great to see so many people from local businesses and agencies come together for a cause. The energy and enthusiasm were high and I think it went really well." said Mike Calarco of Newark, United Way Board President. **The United Way and Wayne ARC acknowledges Seana Freling and her team for raising \$1000.00 for the walk.**



## EMPLOYEE OF THE QUARTER

We are pleased to announce the nominees and winners of the first newly revised **Employee of the Quarter** program. All winners will receive a certificate, a \$50.00 gift card and will be invited to an **Employee of the Quarter luncheon** in May. All quarterly winners will also be eligible for the Employee of the year award to be given out at the Annual Membership and Election of Officers meeting.

The **Employee of the Quarter Awards** were:

**ARS - Pat Smith, Program Secretary**

Nominated by Valerie Minns

**RCC - Ellen DeSandis, Physical Therapy Coordinator**

Nominated by Leah Talbot

**CA - Donna DeWolf, Assistant Director of Finance**

Nominated by Sue Kell

**RS - Melissa Bauer, Assistant Manager**

Nominated by Cyndi Parker

**Additional Nominees:**

**Kathie Wieme**

**Sue Bombard**

**Maggie Hendler**

**Craig Arnold**

**Bob Carroll**

\*Please note if there is no winner listed for a particular program it is because there were no nominations submitted for that program.

## PLEASE JOIN US FOR AN EVENING OF HOLIDAY CELEBRATION!

**Saturday, December 20th, 2008  
At The Waterloo Holiday Inn**

**Cocktails 5:30pm - Dinner 6:30pm  
DJ - Finger Lakes Entertainment  
8:00pm until midnight**

**Wayne ARC Staff \$5.00  
Guest of Staff \$18.00**

**Rooms available for \$60.00 by calling  
the Waterloo Holiday Inn and mentioning that you  
are with the Wayne ARC party  
315-539-5011**

**Menu : Soup Du Jour, Assorted Salads, Roast  
Baron of Beef with Au Jus, Grilled Boneless  
Breast of Chicken "Marsala", Baked Butter  
Crumb Haddock, Baked Ziti, Chef's Selection  
of Potatoes, Seasonal Fresh Vegetable, Rolls and  
Butter, Assorted Cakes & Pastries, Coffee and Tea**

**Tickets Available for Purchase  
November 10th Through December 10th**

**Program Holiday Contacts:**

**MSC/Clinic- Sharon Confer**

**KI- Sally Carr**

**Board of Directors- Connie Sandroni**

**Day Hab- Jennifer Blanchard**

**RES- Debbie DeWind**

**RCC- Kim VanHall**

**CA - Jennifer Miller**

## PARKING LOT SALE

The first ever "Wayne ARC Parking Lot Sale" profited the Agency over \$1400. Many thanks to all who participated.

## LINKLETTER CHANGES

Tracy and I are trying to do our part in going green and cutting our budget. With those two goals in mind we have decided to publish the Linkletter via GroupWise to all we can reach. It will also be accessible on the Wayne ARC website at [www.waynearc.org](http://www.waynearc.org). We will still place hard copies in the break rooms of every program and all residential houses. If for any reason you would like a hard copy please feel free to call me at 331-7741 x357 or contact me via email at [skinnert@waynearc.org](mailto:skinnert@waynearc.org).