



**CALMRA, Inc.**

*Serving persons with cognitive disabilities*

# 2009 Annual Report

**Administrative Offices**

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# CALMRA, Inc.

## 2009 Annual Report

***Mission Statement: The mission of CALMRA, Inc. is to improve the lives of persons with cognitive disabilities by providing the highest quality residential and other support services in an ethical and loving environment.***

### 2009 Board of Directors:

#### *Officers:*

President ... Alan Schwartz  
Vice President... Bill Halloran  
Treasurer... Stuart Eisen  
Secretary... Sheila Saville

#### *Members:*

Bill Lowell  
Fred Windbeck  
Melynda Pawulak  
Elizabeth Tournquist  
Timothy Uber  
Hazel Roeder  
Joan Echols  
Sarah Henry, PhD  
William Dent  
Barbara Torrico  
Mark Mazz  
Mary Solko (Emeritus)  
William Uber

### Programmatic Review:

#### **2009 Events in our programs:**

- # New Day Program opens and serves 15 participants, of which, 13 are CALMRA residents.
- # Prince George's County initially denied our request for funds to complete renovations at the ALLVIEW home, and then notified us that it was back in the budget. The Allview residents and family member testified before the County Council. CALMRA, Inc. was awarded \$50,000. of the \$175,000 requested.
- # The Scott home welcomed a new resident, Gloria Shen.
- # Several Homes received energy audits and energy saving updates from the State of MD Energy Assistance Program. Our Allview, Scott, Bucklodge, Merna, Dresden, Shanandale, Greencastle, Beauwick, Columbia, and Dresden homes all were reviewed and received increased insulation, draft protection.
- # The Day Program purchased a new mini bus and new commercial appliances.

## Administrative Review:

### **2009 happenings on the administrative front:**

- # The administrative office entered into a new lease for a color copier.
- # CALMRA, Inc.'s Service Plan to start a day program for our residents, people with developmental disabilities who are seniors, and ultimately, for anyone in the community who has Alzheimer's or dementia and needs services, was approved by the State of MD.
- # CALMRA, Inc. obtained financing for a new building for a Day Program as well as refinancing for the Princess Garden home with State Employees Credit Union.
- # CALMRA, Inc. completed its top identified priority from our strategic plan and opened a new Day Program!
- # Mr. Stuart Eisen was honored by CALMRA at the Annual Meeting of Maryland Association for Community Services (MACS) as "Volunteer of the Year".
- # CALMRA, Inc. realized a substantial savings from utilizing the outside payroll vendor, ADP.
- # CALMRA, Inc. participated with other providers to initiate a Human Services Institute at Prince George's Community College which will offer our staff all the required State Trainings.
- # A job fair was held in July and resulted in 12 new employees hired.
- # The Office Manager position became vacant.
- # Flu shots were offered to all staff and CALMRA members in November.
- # The administrative office space expanded into Suite 200.
- # CALMRA, Inc. joined the Safety Net Coalition of non-profits in Montgomery County to advocate for no budget cuts.
- # CALMRA, Inc.'s budget was affected by the increase in minimum wage in July as well as a 2% cut from our State funding in October.

## Board of Directors Review:

- # The Board of Directors met 11 of the 12 months in 2009 to oversee CALMRA operations.
- # The Board held its first Bull Roast and Silent Auction in September headed by Sheila Saville. The event was a huge success.
- # The Board held its second annual Golf Tournament Fund Raiser headed by Stu Eisen. Participation in the event was doubled from our first year. The tournament raised funds for the Board account.
- # The Personnel Committee reviewed and approved a new Personnel Manual for 2010.
- # The Emergency Planning Committee coordinated our first Emergency Evacuation Drill involving 5 homes.
- # The Board approved funds for permanent generators which were installed in 4 homes.

# Mary Solko, Board member Emeritus, received the Lifetime Achievement Award from the ARC of Maryland.

Several Committees make up the bulk of the hard work completed by the Board:

*Membership- William Dent, Chair*

Letters of renewal were sent out this year to each member. 2009 had a total of 83 members. Membership dues went into the Board accounts.

*Community Living-Sheila Saville, Chair*

The CALMRA Community Living Guide received regular updates of events and activities in the area. This committee arranged for an agency trip to the Air and Space Museum. Tickets were obtained and distributed for community concerts and events to interested homes.

*Facilities-Fred Windbeck, Chair*

The Facilities Committee ensures all major repairs/renovations/replacements in the homes get completed. This past year the committee reviewed options for obtaining permanent generators for four CALMRA homes.

*Finance-Stu Eisen, Chair*

This committee maintained CALMRA's investments as per the Investment Policy. Out of the ordinary expenditures are approved by this committee.

*Fundraising-John Roeder, Chair*

Each year since 1998, this committee developed and implemented a successful Gifts Solicitation campaign. The program mailed out donations requests and collected funds. The monies from this campaign are targeted by the Board of Directors for use as follows:

45% Staff Enrichment	25% Capital Improvement
20% Future Planning	10% Endowment

*Personnel-Fred Windbeck, Chair*

The Personnel Committee reviewed and approved the new 2009 salary scale. This committee reviewed changes to the Personnel Policy Manual.

*Quality Assurance-Joan Echols, Chair*

Our Quality Assurance Committee operates under a State of MD approved Plan to ensure Quality Service Provision in our homes. This year, as in past years, each home

was visited by a team of volunteers who serve on the committee. They evaluate the home's physical properties and most importantly the Quality of Services being provided. Each review includes an interview with the residents (or family advocate) and staff. This year emergency preparedness kits were monitored at each home. The Committee also met with the Standing Committee to ensure information is shared

#### *Nominating-Barbara Torrico, Chair*

This committee presents a slate of candidates each year to serve on the Board and oversees the election process. The Nominating Committee meets in September and October of each year to select quality candidates to serve on the Board of Directors. Board members are elected for a term of 1-3 years with 1/3 of the Board members term's expiring each year. Voting ballots are sent out 1 month prior to the Annual Meeting. Election of the Officers is conducted at the first Board meeting of the calendar year.

#### *Standing & Admissions/Discharge-Hazel Roeder, Chair*

CALMRA's Standing Committee is composed of members as designated by COMAR regulations. The committee consists of two staff members, two Board members and 4 community volunteers. In 2009, Anne Hartnett was welcomed as a community volunteer to the committee. CALMRA's Standing Committee met 4 times in 2009. We reviewed a total of 73 incident reports and 5 behavior management plans. The meetings are also attended by the Program Administrators and the Agency Nurse to answer questions and respond to concerns regarding any incident or behavior management plan. There were no particular concerns noted this past year and no trends in incidents noted.

Admissions/Discharge Review Committee reviewed and approved all people for admission and discharge.

#### *Staff Appreciation Committee, Barbara Torrico, Chair*

This committee plans and implements a Staff Appreciation event each year. This year a catered luncheon was held on November 17th at Florian hall in Bowie, MD. All staff, resident family members, and Board members are invited.

# CALMRA, Inc. STAFF

## 2009 ADMINISTRATIVE STAFF

## TITLE

ALIGNAY, ISAYAS	Maintenance
GEORGESON, JOANNE	Director of Human Resources
DENNY, MARY ELLEN	Registered Nurse
HOPP, CRISTA	Program Administrator
JACKSON, ALISHA	Program Administrator, Day
JACKSON, KELSEY	Director of Finance
JOSEPH, LOUISE	Administrative Assistant
MITCHELL, AUDRA	Program Administrator
THOMPSON, SUSIE	Day Program Director
TOLBERT, NANCY	Executive Director
ZACHAREK, DANNA	Director of Operations
ZUPANCIC, BRENDA	Program Administrator

## Direct Care Staff

Marcellina A Abidoye	Shannan Hall	Adepeju Onabiyi
Taibat Adeshokan	Zerrota Harris	Shamsideen Onabiyi
Victoria Afolabi	Courtney Hart	Amenze Osagie
Sabainah Akinlosotu	Anita Harvell	Olanrewaju Oshodi
Ami Amefia	Haydee Hidalgo	Olamiposi Oyeniyi
Romanus O Anabaraonye	Shenekwa Hutchinson	Daniel O Oyewole
Morris Augustine	Martha Ibikunle	Julianah Oyewole
Atinuke Babayale	Isata Jalloh	Velma Paris
Daniel Bangura	Irma Jean	Mattie Peyton
Nadie Sento Bangura	Mabel Johnson	Natacha Pillah-Roach
Antonina Bayly	Lateef Kadiku	Sarah Randall
Delma Y. Benjamin	Kadiatu G Kamara	Robyn Roundtree
Desmond A Bernard	Louis Kamara	Cathy Rountree
Ethel M Bishop	Angela Koker	Ruth R Sackey
Deborah Boswell	Adeola Kunrunmi	Christina Saka
Patricia L Burkins	Paula A Lafemina	Fatmata Sankoh
Cassandra Chijioke	Mercy Y Mabry	Morifat Sanni
Kadiatu Conteh	Isata Mansaray	Shellie Scarlett
Alwin Daniel	Amy Marcus	Kawaljeet K Sethi
Olayinka Davies	Dorcas Matowe	Babatunde Shittu
Esi De Souza	Chinwe L Mbachu	Theresa Shropshire
Gloria Deigh	Lois Money	Lajuan Sistrunk
Sarif Easmon	Tammy M Money	Paulette Southerland
Joyce Fisher- Young	Elfreda Musa	Irene H Towns
Akinwumi A. Foluso	Rose Nah	Lillie A. Williams
Roberta Fraser	Patricia Ndubueze	Tysheena Wilson
Jacqueline Frazier	Yetunde Ogwuazor	
Judy Friday	Felicia O Ojo	

2009  
In Loving Memory

CALMRA, Inc. grieved the loss of the following  
long-time Board Member in 2009

WILLIAM UBER





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## **2009 MAJOR DONATIONS**

### **NORTHROP GRUMMAN**

\$2,000 for purchase of Sensory stimulation equipment,  
shower chair and exercise bike

### **KNIGHTS OF COLUMBUS, St. Hugh's Council, Prince George's County**

Cash donation

### **GOOD SEARCH PROGRAM ON THE INTERNET**

Cash donation from % of patron's on-line shopping

### **PRINCE GEORGE'S COUNTY COMMUNITY DEVELOPMENT ADMINISTRATION**

Notification of \$50,000 renovation grant

