



CALMRA, Inc.

serving people with cognitive disabilities

2021 Annual Report

Administrative Offices
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And the
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www.calmra.org

CALMRA, Inc.

2021 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, day, and other support services in an ethical and loving environment.*

2021 Board of Directors:

Officers:

President ... Kathy Labukas
Vice President... Ken Windbeck
Treasurer... David Brokate
Secretary... Joan Echols

Members:

Joseph W. Lowell
William Moon
Mark Mazz
Sara Henry, PhD
Susan Cady Johnson
Patricia Morris
Mary Kenney
Michelle Lyons
Elsie Ziepolt
Brian Gilbert

Lois Funk / Trudy Thornton



Programmatic Review:

2021 Program Events:

- All staff and residents were vaccinated for Covid. Staff and residents continue to adhere to strict social distancing standards and safety protocols in the homes.
- The Administrative team worked diligently to ensure all active staff and participants received vaccines at several clinics. Booster clinics were also held.
- Delores Newman received an award at the Prince George's County Employment Awards held virtually on October 21, 2021.
- The Scott Home received renovation upgrades with funds from Montgomery County, MD Group Home Rehabilitation Fund.
- Work on bathroom renovations at Gavin Home with donations raised from the Maryland Home Builders Foundation completed.
- The age for admission into the Senior Center was lowered to age 52. Virtual programming continued for participants throughout the year.

Administrative Review:

2021 on the administrative front:

- CALMRA worked with a PT HR/Events coordinator throughout the year.
- CALMRA hired a PT Payables clerk to work with the Finance Department.
- All Staff were recognized during National Direct Support Professionals Week with breakfast, gift bags, and pizza lunch.
- Health Insurance was renewed with the State of MD.
- A new Finance Director was hired in November, 2020.
- CALMRA obtained a PPP (Payroll Protection Program) Loan and received full forgiveness.
- We received \$55,668.00 dividend check from our Workers Compensation insurance.
- CALMRA conducted its first online auction fundraiser.
- Administration supported the 2021 Golf Tournament which was held at Waverly Woods.
- CALMRA received \$36,000 grant from MD Community Health Resources Commission for Senior Center reopening expenses - Air duct cleaning & disinfection, Halo HEPA Air Purification system, repairs to window blinds & screens, and purchase of PPE and supplies.
- Received \$3000 grant from the MD Developmental Disabilities Council & The Arc Maryland to purchase Amazon Fire Tablets with cases for each home to use for social/community engagement during Covid.
- Applied to and were accepted into the Maryland Charity Campaign for State Employees and Retirees

Board of Directors Review:

- The Board of Directors met every month to oversee agency operations and monitor fiscal situation.
- The Board reviewed, altered, and approved all renewable policies.
- The Board approved a virtual staff appreciation event.
- The annual Gift Solicitation efforts/campaign was initiated in the fall.
- The Board was involved with our fundraiser, The Stuart Eisen Golf Tournament on October 5th, 2021.
- Board members continued their “adopted” homes and helped maintain contact, support, food and supplies.
- Two generous Board members provided funding for new furniture for two homes.
- Facilities Committee continued to monitor the physical aspect of all homes.
- QA Committee reviewed homes mostly virtually.

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

Membership- William Dent, Chair/Kathy Labukas

This committee undertakes an annual membership campaign in the spring. This years' campaign resulted in 59 total members and \$8455 was collected.

Community Living-Sheila Saville, Chair

The committee planned and held the CALMRA Family Picnic which included great food, games, and dancing. Two homes were dedicated at the event, Beauwick Home; in memory of Fred and Carolyn Windbeck and Scott Home; to Dave and Sheila Saville.

Social Media Committee-Vacant-Chair

The Social Media Committee continues to seek a new Chairperson and is striving for increased members. Our Facebook page continues to be active and our web site has been updated- www.CALMRA.org

Facilities-Bill Moon, Chair

The Facilities Committee inspected all the houses this past year 2021. There are many repairs noted and these were provided to the board in a previous meeting. Some of those issues have been addressed and a schedule has been made to get all handled asap. There has been a change in the Maintenance department. We changed the position of a part time employee to a full-time employee. He is now the Maintenance Supervisor and we intend to hire a part time employee to assist him. Our new FT maintenance employee is doing a wonderful job. Scott house was fully renovated this year and the paperwork has been submitted to the County for the Greencastle house revocations. We are awaiting approval.

Finance-David Brokate, Chair

This committee continues to oversee the financial health of CALMRA. In the past year, the committee helped in the successful transition to a new Financial Director. The committee reviewed and updated the renewable policies (including liquidity, donations, investment). With the help of the financial director, the committee also took a deeper dive of the budget process and monthly analysis for Board meetings. The committee also reviewed and approved large expenses as needed.

Fundraising-Sara Henry, Chair

The annual Golf tournament this year raised \$15,615 (approx. \$9100 in expenses) for a net gain of approximately \$6515). The event had 48 golfers and 15 sponsors.

CALMRA's Online Auction held in August 2021 raised \$2,578 with 37 registered bidders.

Gift solicitation last year (2020) generated 109 donors and raised \$31,750.

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-Chair currently vacant

The Personnel Committee reviews and approves the salary pay scales for each new Fiscal year (July 1) and also reviews/approves changes to the Personnel Policy manual. The committee works with the Human Resources Department to monitor vacancies and new hires for Direct Support professionals. The Personnel Manual was updated, for the next 2 years, effective July 2021.

Quality Assurance-Joan Echols, Chair

Our Quality Assurance Committee operates under a State of Maryland approved plan to ensure Quality Service provision in our homes and our Day Program. In the past years, each home was visited by a team of volunteers who serve on the committee. The teams evaluate the homes' physical properties and most importantly the quality of services being provided. Each review includes an interview with all residents (or family advocate) and staff. This year, because all homes were vaccinated against corona virus, we re-initiated in house/person visits. The Quality Assurance Chairperson receives information and reports from the Standing Committee and Facilities committee.

Nominating-Patricia Morris, 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 the Fall 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 terms 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 Committee & Admissions/Discharge-Lincoln Pitts, Chair

The Standing committee consists of two staff members, three Board members, and two community members. The Committee discussed the need to recruit replacement volunteers and reached out to the community. CALMRA'S Standing committee met 4 times in 2021. A total of 74 incident reports and 3 behavior management plans were reviewed this year. CALMRA has no restrictive behavior plans. Standing Committee shares information with the administrative staff and to ensure that everyone is given information on their individual rights.

This year the Admissions/Discharge Review Committee reviewed all admissions and discharges. In 2021, CALMRA had new 1 admission in the residential program. She has moved into the Scott house. We are waiting on approval from DDA on a gentleman for the Bucklodge home. CALMRA had 3 discharges in 2021. There were 2 deaths and one individual moved to another agency due to his behaviors. Currently there are 4 vacancies - 1 in a male home (should be filled by Christmas) and 3 in female homes. Several candidates are being considered for the current vacancies. Over the past year CALMRA Senior Center admitted 1 individual to the program.

Staff Appreciation Committee- Kathy Labukas, Chair

This committee plans and implements a Staff Appreciation event each year. This year, due to the pandemic, the committee supported a virtual event for all staff. All staff, residents' family members and Board members were be invited to participate. A virtual raffle was held for door prizes.



CALMRA, Inc. STAFF 2021

<u>Administrative Staff</u>	<u>Position</u>
Dancy, Jeanne	Front Desk Manager
Decker, Kadi	FT Nurse
Greene, Julian	Finance Director
Kamara, Fostina	Program Administrator
Money, Robert	Maintenance Supervisor
Money, Tammy	Dir. of Program Operations
Mukasa-Kintu, Felicia	Program Administrator
Pena, Oriesha	Program Administrator
Runtas, Erica	PT Accountant
Thompson, Susie R.	Day Program Director
Tolbert, Nancy	Executive Director
Washington, Tiffany	PA/ Activities Coordinator
Zacharek, Danna	Chief Operating Officer

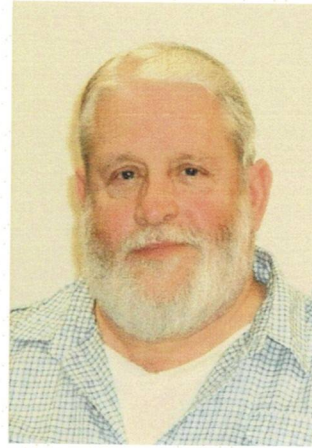
Adedeji, Ibukun Blessing	Johnson, Mabel	Okongwu, Patricia N.
Adeleye, Samuel A	Kabtiymer, Mekdes	Okuleye, Ayotunde
Adesoji, Olamiposi Blessing	Kabtiymer, Meseret S.	Olaleye, Dorcas
Ahemed, Hayat	Kadiku, Lateef	Onabiyi, Rukayat O
Aruna-Ogun, Waidi A	Kamara, Louis K.	Onabiyi, Shamsideen
Asfaw, Hana S.	Kamara, Toma	Onabiyi, Wosilat O
Ashenafi, Senait	Khalil, Lillian	Onwukwe, Olive I
Atabong, Efuetngu	Knight, Josiah	Oshodi, Olanrewaju
Babayale, Atinuke	Koroma, Hawa M	Osifuye, Wemimo D
Bangura, Nadie Sento	Ladejobi, Babatunde A	Payne, Pamela
Bankole, Adejoke	Leon, Gwendolyn	Saba, Folasade Olubunmi
Chijioke, Cassandra	Manneh, Mangiki	Sackey, Ruth R
Cooper , Brenda	Mansaray, Isata	Salubi, Esther
Davis, Aleah Z.	Mansaray, Salamatu S.	Sappleton Howell, Joy R
Dekoladenu, Diane Allen	Mitchell, Audra	Selmah, Vera S
Delice, Rose	Mitchell, Lucretia T	Tate, Catherine E
Delice, Roseleine	Mokom, Pascal M	Tekle, Genet A
Duhu, Tochi	Morgan Jr, George	Thomas, Josephine O
Ebai, Brancosteve A	Murphy, Lakisha C	Timmons, Nicola
Ekubazgi, Reshan B	Musa, Elfreda	Vincent, Alexia A
Enwerem, Theresa	Nah, Rose	Washington, Kim
Friday, Judy	Nkeh, Juliet	Williams, Tymeka
Garner, Kiara	Nkeng, Marceline	Williams-Culley, Katisha
Holcomb, Lashawna J	Oben, Christa	Yeku, Alice O
Holm, Holly	Ohue, Willy Andy	Young, Joyce
Ibrahim, Abu Bakarr	Ojo, Oluwabunmi	
Jalloh, Isata	Oke-Adeniyi, Olufunmilayo A	

In 2021, CALMRA, Inc. grieved the loss of:

Rebecca Wright



Bill Dent



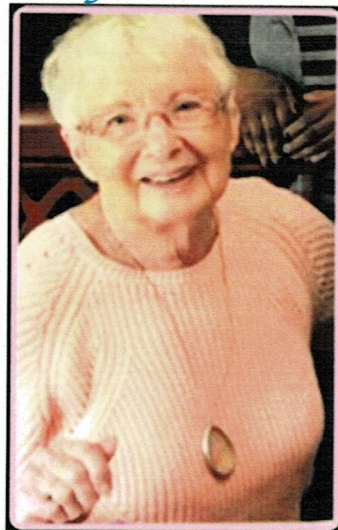
Lois Funk



Eileen Harrington



Trudy Thornton





2021 MAJOR DONATIONS & GRANTS

KNIGHTS OF COLUMBUS

State and Greenbelt- St Hugh's Parish chapters

AMAZON SMILE

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

HARWOOD THRIFT STORE

Of Damascus United Methodist Church

Regular, on-going cash donations

MARY SOLKO SENIOR CENTER

Matilda Bradford, Hazel Roeder, and Cecil & Barbara Torrico

MONTGOMERY COUNTY GOVERNMENT:

Group Home Rehabilitation funds for home renovations.

MAJOR GENERAL DONATIONS

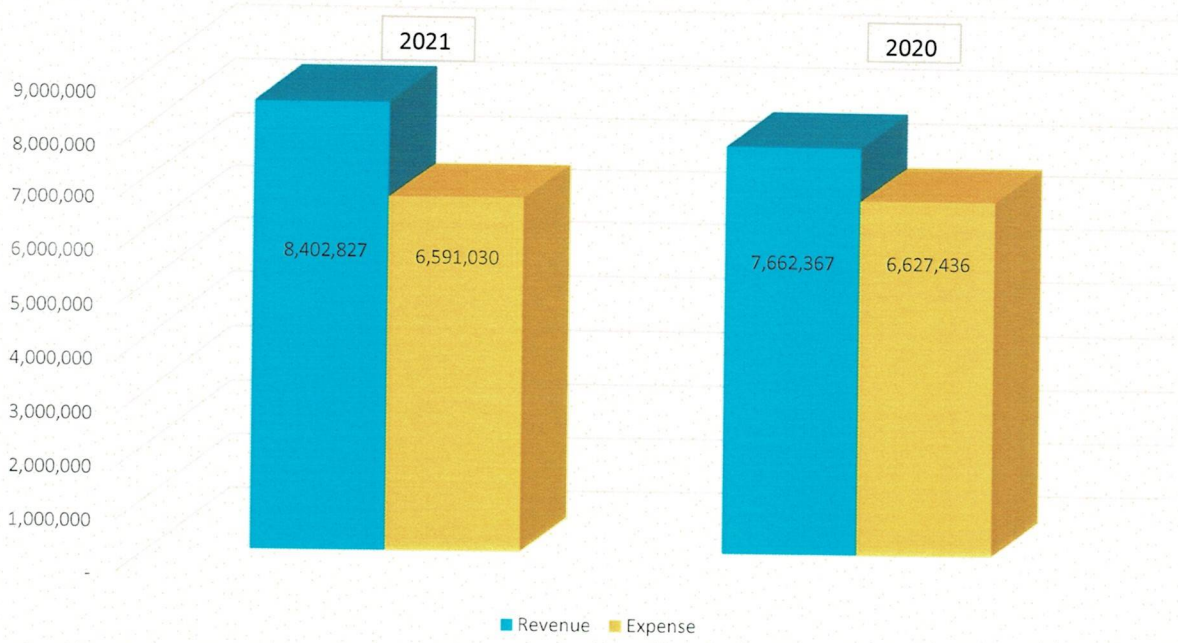
Bill Dent

Mark Mazz

Ken and Jennifer Windbeck

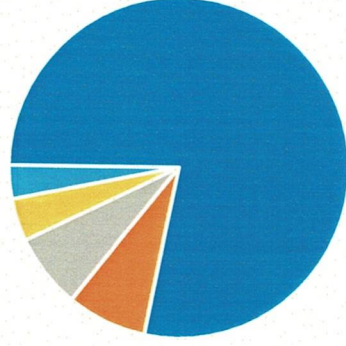
	<u>Jun 30, 21 (Prelim)</u>	<u>Jun 30, 20</u>
Assets		
Cash & Cash Equivalents	1,502,041	1,529,456
Accounts Receivable	391,309	500,232
Prepaid Expenses	197,561	378,675
Total Current Assets	2,090,910	2,408,364
Property, Plant & Equipment	5,862,280	6,120,610
Total Assets	7,953,190	8,528,974
Liabilities		
Accounts Payable	9,755	203,237
Accrued Expenses	855,155	1,516,247
Line of Credit	-	300,000
Mortgages & Notes Payable	210,196	210,196
Capital Leases	393,289	393,289
Total Current Liabilities	1,468,395	2,622,969
Long-Term Liabilities		
Mortgages & Notes Payable	2,765,163	1,948,830
Capital Leases	355,375	2,403,129
Total Long-Term Liabilities	3,120,537	4,351,958
Total Liabilities	4,588,933	6,974,927
Net Assets	3,364,258	1,554,047

Calmra Revenue & Expense



Name	Jul '19 - Jun 20
PAYROLL EXPENSES	4,842,879.07
HOUSING EXPENSES	469,612.91
DEPRECIATION	433,175.42
INTEREST EXPENSE	250,387.14
UTILITIES	203,014.85
OFFICE EXPENSES	104,492.24
INSURANCE	95,390.38
TRAVEL EXPENSES	66,776.15
Day Program	46,912.33
EQUIPMENT EXPENSES	35,174.91
Other Expense	33,532.01
STAFFING EXPENSES	26,667.27
STAFF APPRECIATION	19,421.13

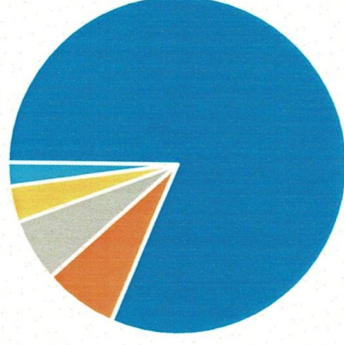
2020



■ PAYROLL EXPENSES ■ HOUSING EXPENSES ■ DEPRECIATION ■ INTEREST EXPENSE ■ UTILITIES

Name	Jul '20 - Jun 21
PAYROLL EXPENSES	5,000,675.03
HOUSING EXPENSES	433,651.03
DEPRECIATION	365,756.22
UTILITIES	213,070.16
OFFICE EXPENSES	142,806.49
INTEREST EXPENSE	141,817.32
INSURANCE	98,913.09
Other Expense	59,596.37
TRAVEL EXPENSES	51,199.83
Office Expense	46,538.12
PURCHASES	18,345.79
Housing Expense	16,442.44
CLIENT ACT.	2,218.39

2021 Expense Breakdown



■ PAYROLL EXPENSES ■ HOUSING EXPENSES ■ DEPRECIATION ■ UTILITIES ■ OFFICE EXPENSES