



**CALMRA, Inc.**

*serving people with cognitive disabilities*

# 2023 Annual Report

**Administrative Offices**  
**14100 Laurel Park Drive**  
**Laurel, Maryland 20707**  
**Phone (301) 982-7177**  
**Fax (301) 982-7805**  
**And the**  
**Mary Solko Senior Center**  
**Phone (240) 264-5970**  
**Fax (240) 264-5972**

**[www.calmra.org](http://www.calmra.org)**

# CALMRA, Inc.

## 2023 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.***

### 2023 Board of Directors:

#### **Officers:**

President ... Ken Windbeck  
Vice President... Mark Mazz  
Treasurer... David Brokate  
Secretary... Brian Gilbert

#### **Members:**

Steve Caplan  
William Moon  
Gwendolyn Jack-Rolston  
Sara Henry, PhD  
Kam Khazai  
Patricia Morris  
Elsie Ziepolt  
Michelle Lyons  
Ronald Jackson Jr.  
David Saville

### Programmatic Review:

#### **2023 Program Events:**

- CALMRA kept all staff and residents vaccinated with Boosters for Covid and the Flu with clinics at the administration building.
- Dorothy Fitzgerald received an award from the Prince George's County Employment Awards held virtually on October 5, 2023.
- The Columbia Home is undergoing major renovation upgrades with funds from Montgomery County, MD Group Home Rehabilitation Fund and the renovations at Greencastle home were completed using this same funding source.
- Staff and participants at the Senior Center began receiving services in person.

### Administrative Review:

#### **2023 on the administrative front:**

- CALMRA hired a new PT position Front Desk receptionist.
- CALMRA hired a new FT Finance position to work on the new Billing system, LTSS. A new Consultant was hired to assist the Finance Department to meet standards.

- All Staff were recognized during National Direct Support Professionals Week with gifts, lunch, and sweet treats.
- CALMRA and the Prince George's Rotary Club put on a fabulous Fall Fest that everyone enjoyed. We used student volunteers to make the day a success.
- Health Insurance was renewed with the State of MD.
- We received a dividend check from our Workers Compensation self-insured program.
- Administration supported the 2023 Golf Tournament which was held once again at Waverly Woods. We had a record number of golfers!
- CALMRA received an ARPA Grant to update our computer hardware throughout all programs.

### Board of Directors Review:

- The Board of Directors met every other month to oversee agency operations and monitor our 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.
- Board members all participated in the Quality Assurance Plan approved by the State.
- Facilities Committee continued to review and monitor the physical aspects of all homes.
- Committees of the Board were revised and each group worked throughout the year.
- The Board developed and approved new By-Laws.

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

#### *Recruiting (Membership, Board, Volunteers)- Patricia Morris, Chair*

This committee undertakes an annual membership campaign in the Spring. Membership campaign 2023 resulted in 42 members and \$5500 collected. The Committee proposes a ballot for members to vote on new and renewed members of the Board.

#### *Staff Relations (Personnel & Staff Appreciation)-Gwen Jack-Rolston, Chair*

CALMRA'S annual picnic has been incorporated into our annual Halloween event for the second year running as a Fall Picnic Festival. We have been blessed with beautiful weather, and thanks to JeAnne Dancy our coordinating contact at the office, this new format has been a great success. We have observed an increase in participation in our family and friends and the feedback has been all positive. Our Quality Assurance Committee operates under an approved plan by the State of Maryland to ensure quality standards in our homes and our Senior Center. Each home or program site is visited by a Committee Member, who has agreed to be the contact liaison between The Board and home(s), thus developing a closer relationship with all involved, and is also responsible for completing the Quality Assessment for the home(s). The Chairperson of the Quality Assurance Committee continues to compile the received data from the Quality Assessments which consist of pieces of information provided by the candidates, staffers, family or advocate along with observations during the visit, in conjunction with the reports from the Standing Committee and the Facilities Committee.

#### *Facilities-Mark Mazz, Chair*

The Facilities Committee inspected/reviewed all the houses this past year. All needed updates and repairs were sent to the maintenance dept. for completion. The Maintenance department has 1 employee. Columbia home is being renovated this year with financial help from Montgomery County Government.

#### *Finance-David Brokate, Chair*

This committee continues to oversee the financial health of CALMRA. In the past year, the committee worked with the new Financial Director and financial consultant to help improve the financial management of

CALMRA. The committee recommended and advised on a new banking relationship to increase deposit interest returns, improve technology capabilities, and grow board involvement. The committee reviewed and updated the renewable policies (including liquidity, donations, investment).

The committee also reviewed and approved large expenses as needed, and continued to implement a plan of increasing board reserves.

### **Fundraising-Steve Caplan, Chair**

The committee researched companies that could help with our fundraising efforts as well as our name recognition.

- The Annual Golf tournament October 3<sup>rd</sup> had a profit of approximately \$10,300. with a record number of golfers (64) and 20 sponsors.
- Committee secured WTOP advertising coverage for the Golf Tournament.
- The Gift Solicitation campaign-this began in December and we hope for a large number of donors.
- The committee underwent a long process to determine if our name should change from CALMRA. One name was determined to be best and process to validate it is on-going.

### **Staff Relations (Personnel/ Staff Appreciation)-Gwen Rolston, Chair**

The Staff Relation Committee comprises the Personnel and Staff Appreciation activities and events. The Committee reviews and approves the salary pay scales for each new Fiscal year, 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 Care Professionals. The Personnel Manual has been updated this year with some changes and wording to reflect what CALMRA stands for and desires to achieve. We acknowledged and celebrated our Direct Support Personnel earlier in the year during Direct Support Personnel Appreciation Week with a luncheon and gifts. The Staff Relation Committee along with other volunteers and the Office Administration hosted our Annual Staff Appreciation event virtually on December 5th. The staffers were serenaded with songs, music, good conversation, games, and monetary gifts as a Thank You and Appreciation for their years of service and dedication to our LOVED ONES.

### **Oversight/Standing Committee & Admissions/Discharge-Bill Moon & Gwen Rolston Co-Chairs**

The committee consists of three staff members, three Board members, and two community members. The Committee discussed the need to recruit replacement volunteers and contacted the community. CALMRA'S Standing Committee met 3 times in 2023. There is a total of 54 incident reports, and 3 behavior management plans were reviewed this year. CALMRA has no restrictive behavior plans. The Standing Committee converses with the administrative staff to ensure that everyone is given information on their rights.

This year Admissions/Discharge Review Committee reviewed all admissions and discharges. In 2023, CALMRA has a new 1 admission in the residential program and 1 discharge,

Currently, there are 3 vacancies, 2 in male homes and 1 in a female home. Several candidates are being considered for the current vacancies. Over the past year, the CALMRA senior center has reopened.



## CALMRA, Inc. STAFF 2023

ADMINISTRATIVE STAFF	POSITION
Tolbert, Nancy	Executive Director
Zacharek, Danna K	Chief Operating Officer
Money-Helsel, Tammy	Director of Operations
Thompson, Susie R	Day Program Director
Lynch, Shakeara	Finance Director
Oguogho, Anthony	Nurse
Dancy, Jeanne L	HR Manager/Exec Asst
Boston, Timothy	Program Administrator
Pena, Oriesha	Program Administrator
Tate, Catherine E	Program Administrator
Money, Robert	Maintenance Supervisor
Tang, Kun	Accounting Specialist-Billing
Washington, Sonya Renee	Senior Center Activity Coord.
Williams, Mearra	Office Assistant
Cooper, Victor	Front Desk Manager

Adedeji, Ibukun Blessing	Holcomb, Lashawna J	Murphy, Lakisha C	Payne, Pamela
Adesoji, Olamiposi Blessing	Ibrahim, Abu Bakarr	Nah, Rose	Rojas, Miryam Ysabel
Akeahowa, Forku Patricia	Ikara, Israel Samson	Nji, Laura Shuri	Saba, Folasade Olubunmi
Amponsah, Edith Kani	Jalloh, Isata	Njie, Silvia Bessem	Sackey, Ruth R
Aruna-Ogun, Waidi A	Johnson, Mabel	Njoku, Martina Chioma	Salmon, Jevoan D
Atabong, Efuetngu A	Jordan, Danielle	Nkeh, Juliet	Salubi, Esther
Awung Nke, Catherine	Kabtiymer, Konjit	Oben, Christa	Sappleton Howell, Joy R
Babayale, Atinuke	Kabtiymer, Mekdes	Ogunmekan, Modupeola	Selmah, Vera S
Bangura, Nadie Sento	Kabtiymer, Meseret S	Ogunmola, Olasumbo	Sillah, Mariama
Bankole, Adejoke	Kadiku, Lateef	Ohue, Willy Andy	Simons, Brandie
Bankole, Omotayo	Kamara, Kadiatu G	Ojo, Oluwabunmi	Thomas, Josephine O
Belay, Hirut	Kamara, Louis K.	Oke-Adeniyi, Olufunmilayo	Tifu, Ajara
Burgess, LaCreema	Kamara, Toma	Okia Fonju, Susan C	Ugbogulu, Brian
Chijioke, Cassandra	Knight, Josiah Jason	Okongwu, Patricia N.	Ugbogulu, Nneka C
Coomber, Sannah	Koroma, Hawa M	Okoye, Chinenye Nonyelum	Ukwu, George
Cooper, Brenda	Ladejobi, Babatunde	Okuleye, Ayotunde	Washington, Niarra
Cummings, Katie N	Love, Tina	Olaleye, Dorcas	Williams, Ashley Brooks
Davis, Aleah Z.	Mansaray, Isata	Onabiyi, Rukayat O	Williams, Tymeka
Dekoladenu, Diane Allen	Mansaray, Salamatu	Onabiyi, Shamsideen	Williams-Culley, Katisha
Delice, Rose	Mbide, Achu Ndone	Onabiyi, Wosilat O	Yeku, Alice O
Delice, Roseleine	Melifonwu, Ebele	Onwukwe, Olive I	Young, Joyce
Ekubazgi, Reshan B	Mitchell, Audra	Opatimehin, Funmilola	
Enwerem, Theresa	Mokom, Pascal M	Osifuye, Wemimo D	

**In 2023,  
CALMRA, Inc. is happy to report  
we have not experienced any deaths**





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# 2023 MAJOR DONATIONS & GRANTS

**HARWOOD THRIFT STORE**  
**Of Damascus United Methodist Church**  
**Regular, on-going cash donations**

**MARY SOLKO SENIOR CENTER**  
**George Dent**

**SANDY SPRING BANK**  
**Golf tournament Sponsor**

**MONTGOMERY COUNTY GOVERNMENT:**  
**Group Home Rehabilitation funds for home renovations.**

**STATE OF MARYLAND**  
**ARPA grant used for computer equipment**

**MAJOR DONATION**  
**Ken and Jennifer Windbeck**  
**Veronica Lowell**  
**Joan Holmes**  
**Kathy Labukas**

**Calmra, Inc**  
**Statement of Activities**  
 July - October, 2023

	TOTAL
<b>Income</b>	
3020 RESIDENTIAL FEES	117,693.37
3046 MoCo County Supplement	117,982.72
3048 Day Program Rev	309,421.25
3049 Residential DDA Revenue	3,738,331.46
3100 CONTRIBUTIONS	40,749.22
3201 REIMBURSEMENTS	3,327.54
40600 _Interest Income	22.82
<b>Total Income</b>	<b>\$4,327,528.38</b>
<b>GROSS PROFIT</b>	<b>\$4,327,528.38</b>
<b>Expenses</b>	
60100 Payroll Expense	1,436,437.21
6300 CLIENT ACT.	225.00
6399 TRAVEL EXPENSES	566.97
6800 STAFFING EXPENSES	9,075.00
6950 FUNDRAISING	10,536.66
70200 HOUSING EXPENSES	112,273.32
70351 Bancorp Vehicle Lease	44,974.08
8000 PAYROLL EXPENSES	1,338.71
8112 UTILITIES	55,815.08
8200 OFFICE EXPENSE	268,720.01
8300 DEPRECIATION	709,227.36
8400 INTEREST EXPENSE	37,558.72
8500 MISCELLANEOUS EXPENSE	300.00
<b>Total Expenses</b>	<b>\$2,687,048.12</b>
<b>NET OPERATING INCOME</b>	<b>\$1,640,480.26</b>
<b>Other Income</b>	
8800 Other Income	1,156.27
<b>Total Other Income</b>	<b>\$1,156.27</b>
<b>NET OTHER INCOME</b>	<b>\$1,156.27</b>
<b>NET INCOME</b>	<b>\$1,641,636.53</b>



**CALMRA, Inc.**  
**Financial Highlights FY24**  
 December 1, 2023, Annual Meeting

- FY22 Audit completed in September 2023
- FY23 Audit
  - Preliminary financial statements are delayed due to additional clean-up.
  - Projecting to launch in early 2024.
- SSB Transition
  - CALMRA is phasing out M&T to fully operate from Sandy Springs
  - Savings grew to \$12,000 from August 2023 to December 2023
- LTSS
  - CALMRA has processed three billing cycles since the launch of LTSS in November 2023.
- Personnel
  - CALMRA hired new consulting firm, Young & Brophy, to assist Finance Department
  - CALMRA hired new auditors, Clifton Larson Allen, LLP, for the FY23 Audit
  - Day Program raised hourly rates to \$20 per hour.
- Funding
  - CALMRA received \$20,000 in ARPA grant funding from the DDA. These funds supported new technology and training for residential homes and admin building.
  - The FY24 Golf Tournament raised over \$22,000 in contributions to the CALMRA community.

FY24 Golf Tournament

