



**CALMRA, Inc.**

*serving people with cognitive disabilities*

# **2018 Annual Report**

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

# CALMRA, Inc.

## 2018 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.**

### 2018 Board of Directors:

#### **Officers:**

President ... Dave Saville  
Vice President... Kathy Labukas  
Treasurer... David Brokate  
Secretary... Sheila Saville

#### **Members:**

Joseph W. Lowell  
Ken Windbeck  
William Dent  
Sara Henry, PhD  
Hazel Roeder  
Joan Echols  
Stuart Eisen  
Fred Windbeck  
Mark Mazz  
Lois Funk

### Programmatic Review:

#### **2018 Program Events:**

- All homes and family members enjoyed another CALMRA picnic which was held at our new building on May 19th.
- Mr. Alvin Brown who is served in the Personal Supports Program was recognized at the MACS Achievement Awards held on May 23, 2018.
- Ms. Edith Taiwo, employed as a Community Living Supervisor at our Parallel home was honored at the Montgomery County Staff recognition event on October 10, 2018. CALMRA also recognized Margaret Dressel from Massage by Margaret as our community partner at this event.
- CALMRA's Senior Center continues to strive to meet new Medicaid Waiver policies with regards to community integration.
- The Day program continues giving tours to DDA employees and outside vendors.
- The Youth Mission from the Ashton United Methodist church volunteered their time to work on the yards at Scott and Greencastle.
- Elsie Ziepolt received an award at the Prince George's County Employment Awards held on October 17, 2018.
- Long and Foster of College Park sent a group to work at our Gavin home doing repairs and landscaping.
- CALMRA started to implement the "MY 25" menu planning/shopping system for the homes.
- The API Little leaguers volunteered to clean up at our Bucklodge home and around the office!

### Administrative Review:

#### **2018 on the administrative front:**

- We settled in our new building and began the work to secure many needed renovations.
- Lois Funk, Board Member, was honored by CALMRA on June 21st at the Annual Meeting of Maryland Association for Community Services (MACS) as “Volunteer of the Year”.
- CALMRA had some changes in our Administrative staff; Tammy Money was promoted to Director of Programs, a new HR Director, Roger Polius was hired as well as Program Administrators, Fostina Kamara and Margaret Mbeseha. The Office Manager was also filled with Micah Simon.
- The Shanandale home and the Lackawanna home received new roofs.
- CALMRA received funding for a new whole house generator for Bucklodge from Prince George’s County.
- CALMRA maintained its Giant gift card “Cash for Causes” fundraising activity.
- All Staff were recognized during Direct Support Appreciation Week with snack gift baskets, lunch, t-shirts, pins, certificates and water bottles.
- All homes now have received new vehicles and no program has a vehicle over 5 years old.
- New signs for the building were placed inside and outside.
- CALMRA obtained Cyber insurance for the agency.
- CALMRA facilitated a grant from the Spirit Club to run a 26 week integrated exercise program for the participants and staff.

### Board of Directors Review:

- The Board of Directors met bi-monthly to oversee agency operations.
- The Board reviewed and approved all renewable policies.
- The Board completed a Self-evaluation on its functioning.
- The Board sponsored the annual staff appreciation event at the Patuxent Green Clubhouse in Laurel, MD on November 30th.
- The annual Gift Solicitation efforts were once again initiated.
- The Board implemented two successful fundraisers, The Stuart Eisen Golf Tournament and a Comedy show/Silent Auction.

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

#### **Membership- William Dent, Chair**

This committee undertakes an annual membership campaign in the spring. This years’ campaign resulted in 51 members (down from 63 in 2017) and received \$5671. (down \$728.00) from 2017.

#### **Community Living-Sheila Saville, Chair**

A list of concerts and activities in the community were distributed regularly. The committee planned and held the CALMRA Family Picnic which included great food, games, and dancing!

### **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](http://www.CALMRA.org).

### **Facilities-David Saville, Chair**

The facilities Committee has assisted the Chief Operating Officer and the Day Services Director with overseeing parts of the renovation project for the new building as well as performing some of the work needed. We have inspected 3 homes this year (due to time restraints and health issues we did not do more). We met with contractors to determine the best approach to replacing the roof at the Lackawanna home. We anticipate being able to inspect the remaining 13 homes this next year.

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

This committee maintained CALMRA's investments as per the Investment Policy. Out of the ordinary expenditures are approved by this committee. The committee oversees/delegates the fiduciary responsibilities of the agency's 403 (B) retirement plan.

### **Fundraising-Sara Henry, Chair**

In 2018 funds were received from Prince George's County Executive Community Partnership Grant in the amount of \$20,000 for a whole house electric generator for CALMRA's Bucklodge. In 2017 CALMRA received a 54% response to our fall/winter gift solicitation letter for a total of \$19,890 which represented a 7% increase over 2016. 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 salary scales for FY '19 and also began the work to review the Personnel Policy manual. The committee works with the Human Resources Department to monitor vacancies and new hires for Direct Care professionals.

### **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. This year, as 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. The Quality Assurance Chairperson receives information and reports from the Standing Committee and Facilities committee.

### **Nominating-Fred Windbeck, 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 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-Hazel Roeder, Chair**

The 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 several suggested candidates who are still pending at this time.

CALMRA'S Standing committee met 5 times in 2018. A total of 60 incident reports and 5 behavior management plans were reviewed this year. The committee discussed there is now a new reporting system in place for behavior management.

This year The Admissions/Discharge Review Committee reviewed all admissions and discharges. In 2018, CALMRA has 1 new admission in the residential program into the Parallel house. CALMRA discharged 1 resident that transferred to another agency to be closer to his family. There was 1 admission into the personal supports program and 1 transfer for the ISS program to Personal Supports. Currently there 4 vacancies, all are in male homes. Several candidates are being considered for the current vacancies. There is a new system put in place through the state for recruiting and referrals to all agencies. Over the past year CALMRA senior center admitted 1 individual to their program and discharged 1 (passed away). The ADR committee currently has 3 full time members and is recruiting.

**Staff Appreciation Committee- Kathy Labukas, Chair**

This committee plans and implements a Staff Appreciation event each year. The afternoon luncheon was held at the Patuxent Greens Golf and Country Club in Laurel, MD on November 30. All staff, residents' family members and Board members were invited to participate. We received donations from both vendors and family members. Door prizes were randomly raffled off to the staff. A photo booth was arranged for everyone to take group/individual fun photos. Neck massages were available to all attendees.



## CALMRA, Inc. STAFF 2018

### Administrative Staff

Administrative Staff	Position
Allen, James	Maintenance
Bayly, Antonina	PA/Activity Coordinator
Denny, Mary Ellen	FT Nurse
Felecia Mukasa-Kintu	Program Administrator
Jackson, Kelsey M.	Finance Director
Kamara, Fostina	Program Administrator
Mbeseha, Margaret	Program Administrator
Money, Robert	Maintenance
Money, Tammy	Dir. of Program Operations
Odeyemi, Fatimat	PT Nurse
Polius, Roger	Human Resources Director
Saenz, Frank	Maintenance
Sanwoola, Adebunmi	PT Nurse
Simon, Micah	Office Manager
Tavara, Alexandra	HR Assistant
Thompson, Susie R.	Day Program Director
Tolbert, Nancy	Executive Director
Zacharek, Danna	Chief Operating Officer

Abioye, Michael N.	Fanday, Ruguatu S.	Morgan Jr, George	Soewu, Rasaq
Achu, Godwill	Frazier, Jacqueline	Mukasa Kintu, Felicia	Taiwo, Edith O
Adedeji, Ibukun B.	Friday, Judy	Musa, Elfreda	Taiwo, Oluwatosin A
Adekola, Olusegun O	Gayle, Marvalyn E	Nah, Rose	Tate, Catherine E
Adeleye, Gbade I	Haskel, Islamiyat A	Najjuka, Jane	Tekle, Genet A
Adeleye, Samuel A	Hutchinson, Shenekwa	Ncho, Florence	Ubani, Eunice C
Adesoji, Olamiposi Blessing	Ibrahim, Abu Bakarr	Njie, Desmond	Vincent, Alexia A
Aghariaiha, Sylvia O	Jalloh, Isata	Nkeh, Juliet	Wheeler, Cyerra A
Aiyegbusi, Boladale	Jardine, Lisa	Nkomo, Patience B	Williams-Culley, Katisha
Asfaw, Hana S.	Jean, Irma	Oben, Christa	Winston, Cynthia M.
Assefa, Felekech	Jing Mbanwie, Harriete T	Ohue, Willy Andy	Yeku, Alice O
Azeez, Bashir	Johnson, Mabel	Okongwu, Patricia N.	Yondou, Eliane T
Babayale, Atinuke	Jones, Chanika	Okuleye, Ayotunde	Young, Joyce
Bangura, Nadie Sento	Jordan, Danielle	Olaleye, Dorcas	Zupancic, Brenda C
Bisiriyu, Idowu Silifat	Kabtiymer, Meseret S.	Oliver Ohue, Mary Anne	
Brown, Chalisa J.	Kadiku, Lateef	Onabiyi, Rukayat O	
Brown, Renee A	Kamara, Fostina	Onabiyi, Shamsideen	
Che, Azah F	Kamara, Kadiatu G	Onabiyi, Wosilat O	
Chijioke, Cassandra	Kamara, Louis K.	Oni, Oyinkansola Rachel	
Conteh, Bintu	Koroma, Hawa M	Onwukwe, Olive I	
Cooper, Neje	Lafemina, Paula A	Oshodi, Olanrewaju	
Dancy, Jeanne L	Maffozonkeng Ndjitisa, Yannick	Osifuye, Wemimo D	
Davis, Aleah Z.	Manneh, Mangiki	Patterson, Antoinette	
Dawson, Robert	Mansaray, Isata	Payne-Ajayi, Pamela	
Dekoladenu, Diane Allen	Mansaray, Salamatu S.	Riley II, Patrick	
Desta, Birtukan A	Marc, Nadine	Roundtree, Robyn	
Desta, Wubitu B	Mbeseha, Margaret K	Saba, Folasade Olubunmi	
Dosumu, Hawa	Mitchell, Audra	Sackey, Ruth R	
Ejuh Acha, Rose	Mitchell, Lucretia T	Salubi, Esther	
Enwerem, Theresa	Mokom, Pascal M	Sappleton Howell, Joy R	

2018  
In Loving Memory  
CALMRA, Inc. grieved the loss of:  
Stuart Eisen  
*1952-2018*



Carolyn Windbeck  
*1934-2018*





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# 2018 MAJOR DONATIONS & GRANTS

## **RBC WEALTH MANAGEMENT:**

Cash donations

## **GOODSEARCH/GOODSHOP ON THE INTERNET, 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**

George & Joan Dent, Matilda Bradford, Hazel Roeder, and Cecil & Barbara Torrico

## **MONTGOMERY COUNTY GOVERNMENT:**

A reduction in interest on mortgage notes to 0%.

## **PRINCE GEORGES COUNTY COMMUNITY PARTNERSHIP GRANT**

Whole house generator for the Bucklodge Home  
\$20,000. Grant for building renovations

## **MISC. GENERAL AND MEMORIALDONATIONS**

Various individuals, Alco Pharmacy, SECU, Mullen, Sondberg, Wimbish & Stone, P.A.