



**CALMRA, Inc.**

*serving people with cognitive disabilities*

# 2022 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**  
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**[www.calmra.org](http://www.calmra.org)**

# CALMRA, Inc.

## 2022 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.**

### 2022 Board of Directors:

#### **Officers:**

President ... Ken Windbeck  
Vice President... Mark Mazz  
Treasurer... David Brokate  
Secretary... Susan Cady Johnson

#### **Members:**

Joseph W. Lowell †  
William Moon  
Gwendolyn Jack-Rolston  
Sara Henry, PhD  
Kam Khazai  
Patricia Morris  
Elsie Ziepol  
Joan Echols  
Michelle Lyons  
Kathy Labukas  
Brian Gilbert

### Programmatic Review:

#### **2022 Program Events:**

- CALMRA kept all staff and residents vaccinated with Boosters for Covid by holding clinics at the administration building. Staff and residents were made aware of ever-changing protocols to protect everyone.
- Patricia Fox received an award at the Prince George's County Employment Awards held virtually on October 5, 2022.
- The Greencastle Home received major renovation upgrades with funds from Montgomery County, MD Group Home Rehabilitation Fund.
- Due to Covid and the lack of staff at the Senior Center, virtual programming continued for participants throughout the year.

## Administrative Review:

### **2022 on the administrative front:**

- CALMRA hired a new FT position which works PT HR/PT Executive Assistant.
- CALMRA hired a new Finance Director and contracted with a consultant to bring the accounting data up to standards.
- All Staff were recognized during National Direct Support Professionals Week with goody filled backpacks and gift cards.
- 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.
- CALMRA celebrated its 30<sup>th</sup> year anniversary with an outdoor cookout and concert with Bluegrass band, Sideline, playing---funds were donated by Ken and David Windbeck.
- Administration supported the 2022 Golf Tournament which was held once again at Waverly Woods.
- CALMRA switched retirement plan to Vanguard.

## Board of Directors Review:

- The Board of Directors met every 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.
- The Board was involved with our fundraiser, The Stuart Eisen Golf Tournament on October 25th, 2022.
- Board members continued their "adopted" homes and helped maintain contact, support, food, and supplies.
- Facilities Committee continued to monitor the physical aspect of all homes.
- QA Committee continues to review homes in 2022.

## 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 2022 resulted in 47 members and \$4700 collected. The Committee proposes a ballot for members to vote on new and renewed members of the Board.

### **Residential Life (Community Living and Quality Assurance)-Joan Echols, Chair**

CALMRA's annual picnic (Jeanne Dancy was main contact) was again a success (games, balloon animals, dancing, great food, etc.).

Our Quality Assurance Committee operates under a State of Maryland approved Plan to ensure Quality Service provision in our homes and our Senior Center. Each home or program site is 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 also receives information and reports from the Standing Committee and Facilities committee to include in the assessments.

### **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 and ½ employees. Greencastle home was fully renovated this year with financial help from Montgomery County Government. Application is in process to renovate and update our Columbia home.

### **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-Kathy Labukas, Chair**

- The silent auction during CALMRA's 30th anniversary celebration event on July 21st raised \$500.
- The Annual Golf tournament October 25th had a profit of approximately \$7000 with 49 golfers and 10 sponsors.
- The Gift Solicitation campaign that began in November 2021 raised \$30,980 with an average of \$321 per donor with 80 donors.

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

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

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 Care professionals. The Personnel Manual will be updated for the next 2 years effective July, 2023. This committee also works with staff to host a one-day Staff Appreciation event, usually held in December.

### **Oversight, 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 2022. A total of 42 incident reports and 3 behavior management plans were reviewed this year. CALMRA has no restrictive behavior plans. Standing Committee converses with the administrative staff to ensure that everyone is given information on their individual rights. This year The Admissions/Discharge Review Committee reviewed all admissions and discharges. In 2022, CALMRA has new 5 admissions in the residential program. Three individuals from the residential program passed away in 2022.

Currently, there are 3 vacancies, 2 in a male home and 1 in a female home. Several candidates are being considered for the current vacancies. The CALMRA Senior Center remained closed in 2022 except for virtual services.



## CALMRA, Inc. STAFF 2022

Administrative Staff	Position
Dancy, Jeanne L	HR/Exec Assistant
Decker, Kadi J	FT Nurse
Johnson, Anthony	PT Maintenance
Lynch, Shakeara	Finance Director
Money, Robert	Maintenance Supervisor
Money-Helsel, Tammy	Director of Program Operations
Parker, LeReese	PA/Activities Coordinator
Pena, Oriesha	Program Administrator
Tang, Kun	PT Accounting
Tate, Catherine E	Program Administrator
Thompson, Susie	Day Program Director
Tolbert, Nancy	Executive Director
Williams, Mearra	Administrative Assistant
Zacharek, Danna	Chief Operating Officer

Adedeji, Ibukun Blessing	Johnson, Mabel	Ogunmekan, Modupeola
Adesoji, Olamiposi Blessing	Jordan, Danielle	Ogunmola, Olasumbo
Aruna-Ogun, Waidi A	Kabtiymer, Konjit Shitaye	Ohue, Willy Andy
Atabong, Efueng A	Kabtiymer, Mekdes	Ojo, Oluwabunmi
Awung Nke, Catherine	Kabtiymer, Meseret S.	Oke-Adeniyi, Olufunmilayo A
Babayale, Atinuke	Kadiku, Lateef	Okia Fonju, Susan C
Bangura, Nadie Sento	Kamara, Kadiatu G	Okongwu, Patricia N.
Bankole, Adejoke	Kamara, Louis K.	Okuleye, Ayotunde
Bankole, Omotayo	Kamara, Toma	Olaleye, Dorcas
Belay, Hirut	Knight, Josiah Jason	Onabiyi, Rukayat O
Chijioke, Cassandra	Koroma, Hawa M	Onabiyi, Shamsideen
Cooper, Brenda	Ladejobi, Babatunde A	Onabiyi, Wosilat O
Cummings-Lewis, Katie N	Luma, Marion M	Onwukwe, Olive I
Davis, Aleah Z.	Manneh, Mangiki	Osifuye, Wemimo D
Dekoladenu, Diane Allen	Mansaray, Isata	Payne, Pamela
Delice, Rose	Mansaray, Salamatu S.	Saba, Folasade Olubunmi
Delice, Roseleine	Merchant, Kevin	Sackey, Ruth R
Ekubazgi, Reshan B	Mitchell, Audra	Salubi, Esther
Enwerem, Theresa	Mokom, Pascal M	Sappleton Howell, Joy R
Friday, Judy	Murphy, Lakisha C	Selmah, Vera S
Garner, Kiara	Nah, Rose	Tekle, Genet A
Holcomb, Lashawna J	Njie, Silvia Bessem	Thomas, Josephine O
Holm, Holly	Njoku, Martina Chioma	Williams, Tymeka
Ibrahim, Abu Bakarr	Nkeh, Juliet	Williams-Culley, Katisha
Jalloh, Isata	Oben, Christa	Yeku, Alice O
		Young, Joyce

In 2022,  
CALMRA, Inc. grieved the loss of:

**Wade Windsor**  
*1956-2022*



**Michael Philip Holland**  
*1958 - 2022*



**Delores Hilda Newman**  
*1948-2022*



**Joseph W. Lowell, Jr.**  
**“Bill”**  
*1928 - 2022*





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# 2022 MAJOR DONATIONS & GRANTS

## 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 George Dent

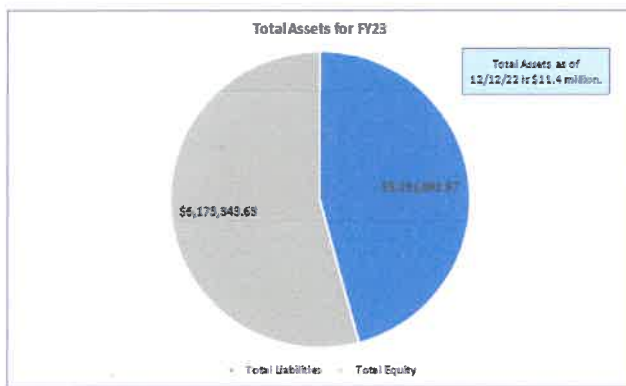
**MONTGOMERY COUNTY GOVERNMENT:**  
Group Home Rehabilitation funds for home renovations.

**STATE OF MARYLAND**  
ARPA grant

**MAJOR DONATION**  
Ken and Jennifer Windbeck  
Kathy Labukas

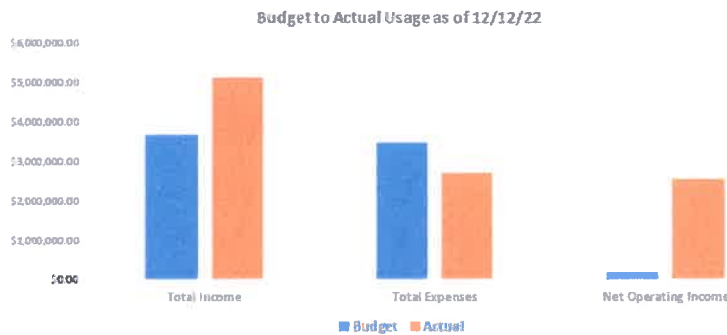
Financial highlights for CALMRA, Inc consist of the following (as of December 12, 2022):

- Net operating income over \$2.5 million
- Approximately over \$4.2 million in gross revenue
- Net assets over \$11.4 million
- CALMRA received an additional \$166k via ARPA grants
- CALMRA raised the minimum wage to \$17 per/hour for Day Program employees
- CALMRA hired a consultant and new Finance Director in September 2022
  - Both new hires resolved FY22 audit findings and implemented better internal controls from an accounting perspective.
- CALMRA is on track to begin the FY23 audit and prepare a dashboard for stakeholders



**Budget to Actual Usage as of 12/12/22**

Account	Budget	Actual	Notes
Total Income	\$3,702,499.98	\$5,148,542.69	We are producing better than budgeted for FY23 CALMRA is under the budgeted amount of expenses CALMRA is significantly above the projected Net Operating Income
Total Expenses	\$3,517,499.94	\$2,733,531.50	
Net Operating Income	\$184,999.98	\$2,558,359.44	



Shakeara Lynch, Finance Director ([slynch@calmra.org](mailto:slynch@calmra.org)), prepared this report.



# Calmra, Inc

## Profit and Loss

July 1 - December 12, 2022

	TOTAL
Income	
3021 REP PAYEE INCOME	155,853.02
3040 GRANTS	46,368.41
3049 Other DDA Revenue	4,583,122.06
3100 CONTRIBUTIONS	
3104 FAMILY/PERSONAL CONTRIB	2,926.78
3107 STAFF APPRECIATION	1,045.00
<b>Total 3100 CONTRIBUTIONS</b>	<b>3,971.78</b>
3200 Fundraised Income	140.00
3101 GIFT SOLICITATIONS	19,890.00
3105 GOLF TOURNAMENT	8,015.00
<b>Total 3200 Fundraised Income</b>	<b>28,045.00</b>
40200 _Fundraised Income	
40201 _Annual Solicitation	1,295.00
40205 _Contributions	17,429.91
<b>Total 40200 _Fundraised Income</b>	<b>18,724.91</b>
40400 County Supplement	6,897.61
40401 Grants - Other	202,856.84
40500 _Client Fees	4,115.87
40600 _Interest Income	7.67
49900 Uncategorized Income	143.67
Services	98,435.85
<b>Total Income</b>	<b>\$5,148,542.69</b>
<b>GROSS PROFIT</b>	<b>\$5,148,542.69</b>
Expenses	
60100 Payroll Expense	
60101 Payroll - Salaries	1,888,432.64
60102 Payroll - Employer FICA	139,647.46
60103 Payroll - Processing Fees	38,424.65
60104 Payroll - Employer 403b Cont	14,514.49
60105 Employer Insurance Premium	122,162.61
<b>Total 60100 Payroll Expense</b>	<b>2,203,181.85</b>
6300 CLIENT ACT.	
6305 RECREATION SERVICES	
6312 PYMT OF MEDICAL FEES	50.00
<b>Total 6300 CLIENT ACT.</b>	<b>50.00</b>
6399 TRAVEL EXPENSES	
6401 HOT/MEALS/PRK	
6405 TICKETS	160.00
<b>Total 6399 TRAVEL EXPENSES</b>	<b>160.00</b>

# Calmra, Inc

## Profit and Loss

July 1 - December 12, 2022

	TOTAL
6600 MEETING EXPENSES	
6601 FOOD/BEVERAGE	3,942.94
<b>Total 6600 MEETING EXPENSES</b>	<b>3,942.94</b>
6800 STAFFING EXPENSES	
6801 OTH STAFF EXP	300.00
6804 TRAINING	
<b>Total 6800 STAFFING EXPENSES</b>	<b>300.00</b>
6950 FUNDRAISING	
6951 GOLF TOURNAMENT	8,372.73
<b>Total 6950 FUNDRAISING</b>	<b>8,372.73</b>
7000 CONSULTANTS	17,363.75
70200-00 HOUSING EXPENSES	
70200 Housing Expense	8,906.39
70201 Food/Medicine	70,117.03
70202 Supplies	24,534.29
70203 Maintenance	44,810.64
70204 HOA/Property Taxes	9,241.13
70205 Housing Expense - Other	7,846.79
<b>Total 70200 Housing Expense</b>	<b>165,456.27</b>
8103 SUPPLIES	
8105 MAINTENANCE	4,050.00
<b>Total 70200-00 HOUSING EXPENSES</b>	<b>169,506.27</b>
70250 _Insurance	91,608.57
70300 _Utilities	38,891.81
70450 Travel Expense	16,177.45
70451 Auto Expense	3,571.19
70452 Gas	22,096.04
70453 Vehicle Repair	6,899.48
<b>Total 70450 Travel Expense</b>	<b>48,744.16</b>
8112 UTILITIES	2,649.19
8112-0 INTERNET	158.05
8112-1 CABLE	-2,624.85
8112-2 ELECTRIC	36,300.91
8112-3 GAS	8,014.54
8112-4 CELL PHONE	3,241.29
8112-6 WATER/SEWAGE	16,931.67
<b>Total 8112 UTILITIES</b>	<b>64,670.80</b>

# Calmra, Inc

## Profit and Loss

July 1 - December 12, 2022

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	TOTAL
8200-00 Office Expense	33,939.39
8200 OFFICE EXPENSES	
8208 ORGANIZATION DUES	2,930.00
<b>Total 8200 OFFICE EXPENSES</b>	<b>2,930.00</b>
8202_00 IT/Computer Expense	31,134.73
8203_00 Office Supplies	5,967.93
8210_00 Service Charges	2,636.20
<b>Total 8200-00 Office Expense</b>	<b>76,608.25</b>
8500_00 Miscellaneous Expense	10,130.37
<b>Total Expenses</b>	<b>\$2,733,531.50</b>
NET OPERATING INCOME	<b>\$2,415,011.19</b>
Other Income	
70350 Capital Leases	
70351 Bancorp Vehicle Lease	-56,160.00
<b>Total 70350 Capital Leases</b>	<b>-56,160.00</b>
8800 Other Income	199,508.25
<b>Total Other Income</b>	<b>\$143,348.25</b>
NET OTHER INCOME	<b>\$143,348.25</b>
NET INCOME	<b>\$2,558,359.44</b>

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