



CALMRA, Inc.

serving people with cognitive disabilities

2015 Annual Report

Administrative Offices
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www.calmra.org

CALMRA, Inc.

2015 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.

2015 Board of Directors:

Officers:

President ... Dave Saville
Vice President... Stuart Eisen
Treasurer... Fred Windbeck
Secretary... Terri Dewitt

Members:

Joseph W. Lowell
Chris Connell
Sheila Saville
Sara Henry, PhD
Pat Savory
Hazel Roeder
Joan Echols
Stuart Eisen
William Dent
Kathy Labukas
Mark Mazz
Lois Funk
Diane Tregoning

Programmatic Review:

2015 Program Events:

- We purchased and opened a new home in Silver Spring, MD. The Parallel home provides a larger, more accessible, safe space for the men who were living at the Merna home. We were able to sell the Merna home without paying the State the Equity agreement funds as we were able to prove we expended an amount over that of the equity participation.
- Greencastle home had extensive repairs to the outdoor grading and indoor basement to prevent basement water leakage.
- All homes and family members enjoyed another CALMRA picnic held on June 20th.
- Julie Kenny was recognized at the 2015 MACS Achievement Awards.
- Our Senior Center received several new vehicles for transportation.
- Robert Plummer, employed with CALMRA at our Branchview home, was honored at the Montgomery County Staff recognition event on November 10th.
- CALMRA welcomed four new residents into our residential program and four in our Senior Center.
- The Princess Garden home experienced an electrical fire in the attic. All residents escaped without injury but the home suffered extensive damage.
- The Youth Mission from the Ashton United Methodist church volunteered their time to work on the yards at Scott and Columbia houses.

Administrative Review:

2015 on the administrative front:

- Kathy Labukas was honored by CALMRA on June at the Annual Meeting of Maryland Association for Community Services (MACS) as “Volunteer of the Year”.
- CALMRA hired two new Administrative staff, Bethy Loding as Program Administrator and Jessica “Jessy” Napper as Office Coordinator.
- All insurance renewals were made with minimal increase in cost to staff.
- CALMRA was awarded funds from Montgomery County to make accessibility renovations to the new Parallel home. An accessible bathroom, sprinkler system and permanent ramp were added.
- CALMRA added two new house generators with financial assistance from Prince George’s County Council person, Mary Lehman. Susquehanna house and Lackawanna house now have generators.
- CALMRA maintained its Giant gift card “Cash for Causes” fundraising activity.
- We implemented a new IT contract and all programs received new computers and the office a larger internal Server.
- Chris Connell and Joyce Young received awards at the Prince George’s County Employment Awards held on October 9, 2015.
- Two new positions were created; Program Coordinator. These two positions eliminated the need for one Program Administrator.

Board of Directors Review:

- The Board of Directors met monthly (except for August) in 2015 to oversee CALMRA operations.
- The Board reviewed and approved several operating policies; FY ‘16 salary scales for administrative staff as well as Direct Care staff. Program Service Plans, Mission Statement, travel reimbursement rate and various other renewal policies.
- The Board reviewed its 5 year Strategic Plan.
- The Board sponsored a staff appreciation event at the Patuxent Greens Clubhouse in Laurel, MD on November 12th.
- Board held its Annual Golf Tournament headed by Stu Eisen on June 17, 2015. The event was a huge success!
- The Annual Dinner and Silent Auction event was held on September 18, 2015 with a record number of attendees-180!
- The Board approved the Personnel Policies and Procedures Manual in June, 2015.

Several 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 64 total memberships for \$6845. This is an increase from last year of 3 members and \$1910.

Community Living-Sheila Saville, Chair

A list of concerts and activities in the community were distributed on a quarterly basis. Tickets to the military band concerts were obtained and distributed. The committee planned and held the 5th CALMRA Family Picnic which included games, crafts, and dancing to a DJ along with wonderful food.

Emergency Preparedness-Sheila Saville, Chair

The Emergency Preparedness (EP) Manual continues to be kept up-to-date. We also hold a day program drill once a year and review individual home emergency drill reports.

Social Media Committee-Patricia Savory, Chair

The Social Media Committee continues with ongoing Facebook postings to gain broader public visibility. Our Facebook page now has 122 "likes." We continue to gain awareness through Facebook and our Web site, www.CALMRA.org. We regularly receive payments and donations via our website and a "PayPal" account was created to provide more payment options.

Facilities-David Saville, Chair

The Facilities Committee has continued to support the maintenance staff with various projects as well as inspection of the homes. Additionally, we met with some of the contractors performing work at some of the houses. We will continue our inspections of the remaining houses as soon as possible as well as work and consult with the maintenance staff, Director of Operations and the Executive Director.

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. The committee oversees/delegates the fiduciary responsibilities of the agency's 403 (B) retirement plan.

Fundraising-Sara Henry, Chair

Every year, since 1998, this committee develops and implements a successful Gifts Solicitation campaign in the fall. This fundraising endeavor mails out donation requests and collects 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

A golf tournament as well as a Dinner/Silent Auction event was also held as fundraisers. CALMRA continued as a member of the Combined Federal Campaign of the National Capital Area for 2015; CFC # 36749.

In 2015 funds that were awarded from Prince George's County were used to repair of an outdoor wheelchair ramp and the purchase/install a whole house electric generator.

Personnel-Fred Windbeck, Chair

The Personnel Committee reviewed and approved the new salary scales for FY'16. The Committee also worked to review and adopt a new Personnel Policies and Procedures Manual for the new fiscal year...

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 all reports from the Standing Committee to ensure information is shared. The Committee reported great strides and progress in completing repairs and structural improvements.

Nominating-Bill Lowell, 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-Hazel Roeder, Chair

CALMRA's Standing Committee is composed of members as designated by COMAR regulations. The committee consists of two staff members, three Board members and three community volunteers. The committee added a new member this year. CALMRA's Standing Committee met four (4) times in 2015. A total of 72 incident reports and 6 behavior management plans were reviewed this year. Incident Reporting Procedures were modified to include CAREMATIC's on-line reporting which were reviewed and approved at the October meeting. New process of making referrals for Behavior Consultations and Behavior Management Plan were updated and the Committee is pleased with the changes. The changes will provide additional help to staff supporting individuals with behavior plans. Information on Trauma-Informed Care and Root Cause Analysis were shared with committee members. A universal application for services was approved by all agencies in Prince George's County.

This year The Admissions/Discharge Review Committee reviewed and approved all individuals for admission and discharge. Since January 2015, 4 new residents transitioned through the process and were welcomed into the Residential Program. The CALMRA CSLA program discharged one individual and added one individual this year. In addition, over the past year the CALMRA Day Program had one discharge and admitted 4 additional individuals to their program through the Admissions Review process, to bring them up to their service capacity.

Staff Appreciation Committee- Kathy Labukas, Chair

This committee plans and implements a Staff Appreciation event each year. The afternoon luncheon was held on November 12 11:00-3:00 at Patuxent Greens Country Club in Laurel. A photo booth and massages were available for those who attended. All staff, resident family members and Board members were invited to participate. The Board allotted \$2000 for door prizes so there was no need to solicit vendors.

CALMRA, Inc. STAFF

Administrative Staff

Administrative Staff	Position
Allen, James	Maintenance
Bayly, Antonina	Activity Coordinator
Denny, Mary Ellen	FT Nurse
Harrison, Patricia	Director of Operations
Jackson, Kelsey M.	Finance Director
Loding, Bethy	Program Administrator
Mitchell, Audra	Program Coordinator
Mohamed, Raghad	Human Resources Director
Money, Robert	Maintenance
Money, Tammy	Program Coordinator
Napper, Jessy	Office Services Coordinator
Onyima, Chimezie	PT Nurse
Saenz, Frank	Maintenance
Thompson, Susie R.	Day Program Director
Tolbert, Nancy	Executive Director
VanHouten, Peter	Program Administrator
Zupancic, Brenda C.	Program Administrator

Direct Care Staff

Bangura, Nadie Sento	Saba, Folasade Olubunmi	Frazier, Jacqueline
Okongwu, Patricia N.	Taiwo, Edith O	Musa, Elfreda
Onabiyi, Wosilat O	Young, Joyce	Nkeh, Juliet
Roundtree, Robyn	Klasz, Steve	Lafemina, Paula A
Adams, Kareen	Marcus, Amy	Dekoladenu, Diane Allen
Azeez, Rasheedat	Serranorivas, Pedro	Adegbuyi, Bamidele
Copeland, Bosede Esther	Akinbolusere, Yemisi	Ibrahim, Amira K
Mansaray, Aminata	Adesoji, Olamiposi Blessing	Oyedele, Ayotunde
Opatola, Oluwaseun	Jalloh, Isata	Riley II, Patrick
Yeku, Alice O	Johnson, Sheba Mama Keamu	Ajeigbe, Ayodeji G
Aiyegbusi, Boladale	Jardine, Lisa	Babayale, Atinuke
Charleus, Trenita	Ojo, Tina	Dosumu, Hawa
Haskel, Islamiyat A	Osifuye, Wemimo D	Hall, Shannan
Oben, Christa	Salubi, Esther	Happi Sikam, Marceline
Olaleye, Dorcas	Tate, Catherine E	Harris, Zerrotta
Pillah-Niali, Natacha	Azeez, Bashir	Jean, Irma
Yakubu, Fati R.	Bishop, Ethel M	Kamara, Kadiatu G
Friday, Judy	Brooks-Johnson, Catherine	Lafemina, Zoe
Gboyor, Josephine	Chijioke, Cassandra	Mansaray, Isata
Gilford, Cinda	Enwerem, Theresa	Money, Lois
Hutchinson, Shenekwa	Jordan, Danielle	Onabiyi, Rukayat O
Ibikunle, Martha	Matchim Fodouop, Edwige Vanessa	Outlaw, Lamont
Kadiku, Lateef	Morgan Jr, George	Sackey, Ruth R
Kamara, Louis K.	Nah, Rose	Towns, Irene H
Onabiyi, Shamsideen	Obaile, Ramotalai M	Mokom, Pascal M
Oshodi, Olanrewaju	Sethi, Kawaljeet K	Sullivan, Felicia Vinette
Patterson, Antoinette	Watye, Reagan Kum	Dayway, Tina R.
Plummer, Robert	Ezeji-Okoye, Lillian	Haley, Renada D.

2015

In Loving Memory

CALMRA, Inc. grieved the loss of our friend:

Elizabeth "LIZ" LABUKAS

1955-2015





2015 MAJOR DONATIONS & GRANTS

**KNIGHTS OF COLUMBUS, SANDY SPRINGS LIONS CLUB, FIDELTY
CHARITABLE, RBC WEALTH MANAGEMENT:
Cash donations**

**GOODSEARCH/GOODSHOP ON THE INTERNET, AMAZON SMILE
Cash donation from % of patron's on-line shopping**

**HARWOOD THRIFT STORE
Of Damascus United Methodist Church
Regular Cash donations**

**MARY SOLKO SENIOR CENTER
Matilda Bradford, Hazel Roeder**

**MONTGOMERY COUNTY GROUP HOME RENOVATION & GRANT FUNDS:
Parallel Home: Sprinkler System, Accessible bathroom, Permanent Ramp**

**PRINCE GEORGES COUNTY
Community Partnership Grant
Special Appropriations Grant/Mary Lehman's Office**

**MASSAGE by MARGARET
Stress relieving seated massages for staff at our appreciation event**

**Combined Federal Campaign of the National Capital Area (CFCNCA)
Annual designated donations**

CALMRA, Inc.
STATEMENT OF FINANCIAL POSTION
June 30, 2015

ASSETS

	2015	2014
CURRENT ASSETS		
Cash and cash equivalents	\$ 248,393	\$ 235,866
Investments	977,692	839,077
Accounts receivable - funding sources	2,535	36,947
Accounts receivable - other	13,087	14,915
Prepaid expenses	19,095	25,016
	1,260,802	1,151,821
PROPERTY AND EQUIPMENT AND OTHER ASSETS		
Loan origination fees, net of amortization	3,821	4,017
Deposits	6,773	6,031
Restricted deposits- reserve for replacements	183,324	183,121
Net accumulated depreciation	4,314,810	4,068,595
	4,508,728	4,261,764
	\$ 5,769,530	\$ 5,413,585

LIABILITIES AND NET ASSETS

	2015	2014
CURRENT LIABILITIES		
Accounts payable	\$ 74,419	\$ 91,483
Accrued payroll, taxes, and benefits	90,509	78,189
Accrued vacation	100,583	101,128
Due to consumers	28,708	34,958
Deferred Revenue	3,750	-
Margin line of credit	239,959	180,855
Mortgages and notes payable	304,636	206,307
Capital lease obligations	55,789	48,974
	898,353	741,894
LONG - TERM LIABILITIES		
Mortgages and notes payable	2,930,094	2,764,744
Participation liability	205,081	222,252
Capital lease obligation	68,905	52,967
	3,204,080	3,039,963
	4,102,433	3,781,857
NET ASSETS		
Unrestricted - undesignated	952,342	929,371
Unrestricted - board designates	599,924	579,526
Temporarily restricted	114,831	122,831
	1,667,097	1,631,728
	\$ 5,769,530	\$ 5,413,585

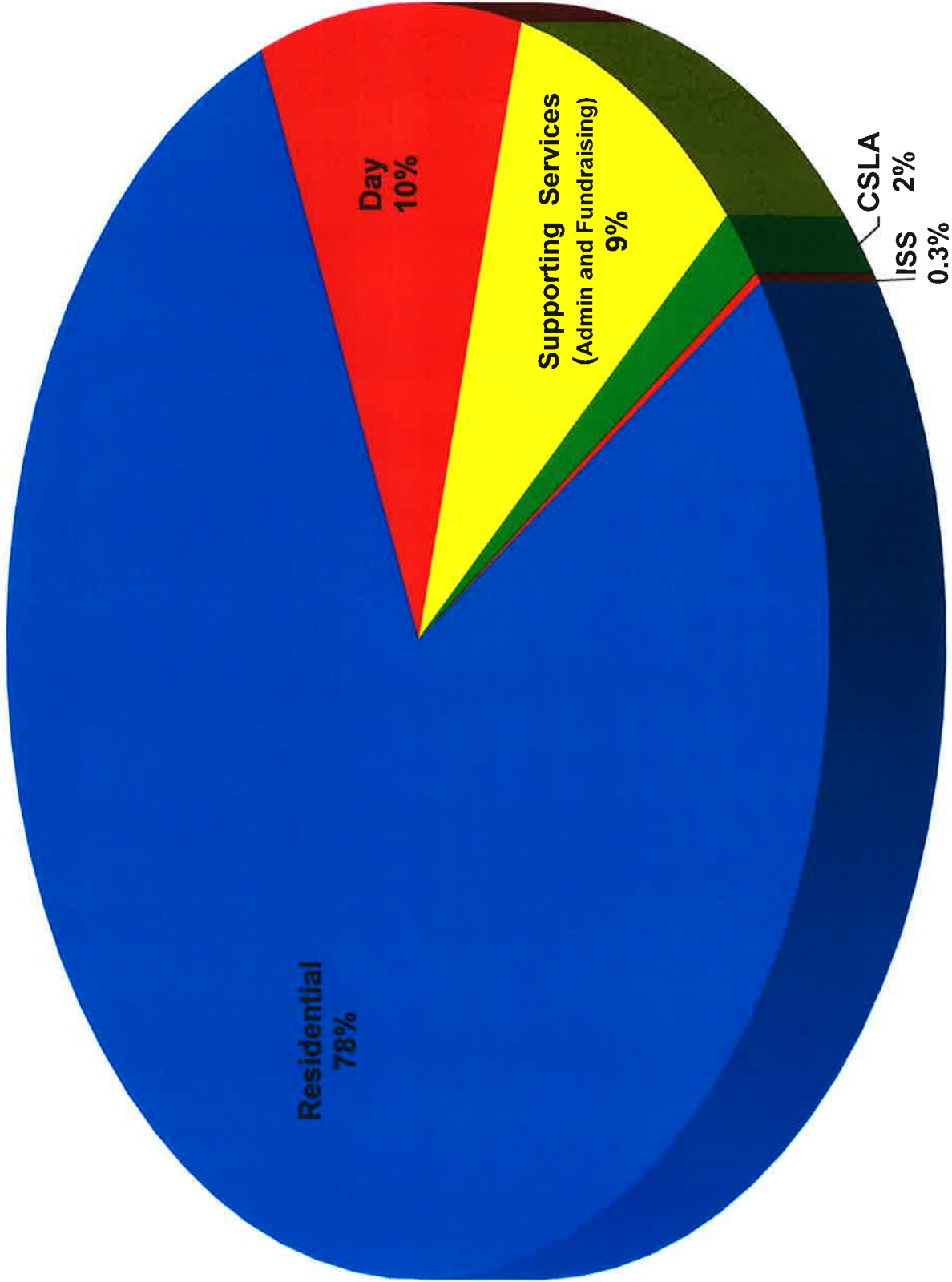
CALMRA, Inc.
STATEMENT OF ACTIVITIES
Year Ended June 30, 2015

	2015	2014
REVENUES, GAINS AND OTHER SUPPORT		
Fees and grants	\$ 4,670,618	\$ 4,643,735
Consumer fees	274,252	303,474
Contributions and fundraising	58,014	67,984
Miscellaneous	46,544	19,733
Interest income	43,845	29,346
Gain on sale of fixed assets	37,378	-
Food Stamps	16,760	15,540
Memberships	6,675	5,765
Realized/unrealized gain on investments	(12,952)	52,229
Total revenues, gains and other support	\$ 5,141,134	5,137,806
EXPENSES		
Program services		
Residential	\$ 3,991,075	\$ 3,822,742
Day Rehabilitation	524,670	565,307
Community Support Living Arrangements (CSLA)	92,126	102,810
Individual Support Services (ISS)	14,300	18,486
Total Program Services	\$ 4,622,171	4,509,345
Supporting services		
Management and general	478,432	441,047
Fundraising	5,162	11,873
Total Supporting Services	\$ 483,594	452,920
Total Expenses	\$ 5,105,765	4,962,265
Change in net assets	35,369	175,541
NET ASSETS AT BEGINNING OF YEAR	\$ 1,631,728	\$ 1,456,187
NET ASSETS AT END OF YEAR	\$ 1,667,097	\$ 1,631,728

CALMRA, Inc.
STATEMENT OF FUNCTIONAL EXPENSES
Year ended June 30, 2015

	<u>Program Services</u>				<u>Mgmt. and Fundraising</u>		<u>Total</u>
	<u>Residential</u>	<u>Day</u>	<u>CSLA</u>	<u>ISS</u>	<u>Support Services</u>		
Payroll	2,889,519	343,784	38,630	8,270	342,927	\$	3,623,130
Depreciation and Amortization	219,011	39,043	73	25	5,149	\$	263,301
Food	171,311	20,192				\$	191,503
Interest	109,689	33,710			907	\$	144,306
Utilities	114,143	8,596			2,956	\$	125,695
Vehicle expense	66,644	23,247			1,119	\$	91,010
Janitorial	78,636	2,527			95	\$	81,258
Consultants	71,474					\$	71,474
Insurance	43,919	11,796	300	96	5,505	\$	61,616
Rent	43,650	429	5,183	1,894	2,976	\$	54,132
Telephone	35,566	10,230	1,337	215	2,330	\$	49,678
Purchase of services - Consumers	4,697		39,720	1,928		\$	46,345
Supplies	35,009				10,405	\$	45,414
Repairs and maintenance	27,963	4,495	1,027	647	2,524	\$	36,656
Office Supplies	14,757	15,101	544	181	3,382	\$	33,965
Professional fees	855				32,877	\$	33,732
Purchase of Services					23,960	\$	23,960
Travel	12,242	909	4,599	798	3,486	\$	22,034
Awards and grants	10,000				11,192	\$	21,192
Training	12,198	1,679	324	108	1,206	\$	15,515
National dues	650				14,628	\$	15,278
Miscellaneous	6,217	204	25	37	5,751	\$	12,234
Printing and Publications	5,884	2,378	214	71	2,455	\$	11,002
Registration fees	3,957		-		3,172	\$	7,129
Small equipment	5,402				1,060	\$	6,462
Condo Dues		5,625				\$	5,625
Postage and shipping	3,822	300	150	30	98	\$	4,400
Conferences and meetings	20				2,779	\$	2,799
Real estate taxes	2,711					\$	2,711
Licenses and permits	581	425			655	\$	1,661
Advertising	548					\$	548
	\$ 3,991,075	\$ 524,670	\$ 92,126	\$ 14,300	\$ 483,594	\$	5,105,765

CALMRA, Inc.
Expenses by Program
Year ended June 30, 2015



CALMRA, Inc.
PROFIT and LOSS
Year Ended June 30, 2015

