

LAPEER TEAM WORK, INC.

ANNUAL REPORT



FOR THE YEAR ENDED SEPTEMBER 30, 2009

Lapeer Team Work, Inc.
Annual Report
For The Year Ended September 20, 2009

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BOARD OF DIRECTORS

Dr. David Ethridge, Chair
Jeannene Koprowski, Vice Chair
Terry Bowerman
Carol Kopczynski
Janet Manning
Bill O'Connor
Carol Pariseau
Bill Stockton
Tom Turner
Kathleen Whitman

STAFF

Martha Homan, Executive Director
Patricia Jessop, Executive Assistant
Jody Hilts, Program Director and Placement Specialist
Gail Osborne, Placement Assistant onsite at Michigan WORKS
Dennis Cronkright, Program Supervisor
Rachelle DeBroske, Consignment Store Manager

JOB COACHES

Full-Time

Betty Capps
Deborah Gyomory
Shirley Kardell
Marge Stevens
Toby Vargo

Part Time

Evelena Myers
Joyce Rappuhn
Deborah Robinson
Laurie Walker

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MISSION STATEMENT

Lapeer Team Work, Inc. a private, not-for-profit community rehabilitation organization, that assess, train and integrate persons with disabilities, enabling them to reach their maximum employment potential in the community.

FREQUENCY OF PERFORMANCE REPORTING

Lapeer Team Work reports performance results annually summarizing activities during the annual fiscal year reporting period of October 1st through September 30th. These reports reflect the progress of Lapeer Team Work in planning and improving services. Various aspects of these reports will be shared in a variety of formats with funding and referral sources, clients and staff.

Questions regarding this information may be addressed to Martha Homan, mhoman@charterinternet.com or call 810-664-2710.

DESCRIPTION OF PROGRAMS

MOBILE WORK CREW

The Mobile Work Crew Program provided services to sixty-nine consumers in over twenty local businesses and organizations this past year. The focus of this program is to assist consumers in developing work skills and work practices both for their current employment as part of the mobile work crews and to assist some individuals in preparing for more independent types of employment. Services are provided both in community based settings through contracts with local businesses and on our premises for such services as rolling silverware for restaurants, paper shredding and small laundry programs.

JOB PLACEMENT PROGRAM

The Job Placement Program provides services to individuals seeking independent job placement. The focus of this program is to assist individuals in obtaining competitive employment in the community. Our services include: community based evaluations and experience, job shadowing, job coaching, job development and placement, job readiness, job seeking and follow-up support.

Participants in our program have been placed in jobs various business sites including the Burger King- Imlay City, Checkers, Kroger's, and Little Friends Child Care. The goals of the placement department are to increase job placements, job seeking sessions and job readiness sessions.

Through our partnership with Michigan Rehabilitation Services we assisted individuals who have a mental illness and have a much lower job placement rate than the caseload of Michigan Rehabilitation Services as a whole.

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Training classes are broken down into 2 four-week sessions per request of the counselors at Michigan Rehabilitation Services. One session is “Job Readiness” which focuses on individuals barriers to employment; the other is “Job Seeking” which focuses on resumes, applications, interviewing etc.

CONSIGNMENT CLUB

In June 2007, Lapeer Team Work opened a Consignment Shop that also serves as a training site for consumers with disabilities. Consumers learn to develop retail work skills and benefit by increased social interaction, additional community involvement, earning supplemental income and working toward greater independence in their daily living.

The Consignment Club enabled Lapeer Team Work to expand consumer training options beyond custodial, as requested by our funding agencies, to include a new set of skill building opportunities. Our Consignment Club provides consumers a new opportunity for on-the-job retail training and expanded community involvement. This in turn generates increased public awareness for

Lapeer Team Work and offers a new business service for Lapeer County. Additionally, it offers a place of employment for Michigan WORKS referrals, for Michigan Rehabilitation Service referrals for work experience, and the means to help Team Work grow.

Since its inception, the Consignment Shop has continued to increase its sales and has enabled consumers to receive Certificates of Completion in Retail Skills. New skills gained include sorting and hanging apparel, preparing apparel for sale and assisting customers. Consumers assist customers with their sale – folding and bagging items and, when needed, assist customers by carrying purchases to

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their cars. Consumers greet customers and help to maintain a clean and safe environment in the store.

The public is able to make donations to the store or they may consign their items. To consign, members join the Consignment Club with a \$10 registration fee. Their items are put on the sales floor for 60 days. After 60 days, the consigner receives 40% of the sales. Items not sold are either returned to the customer or donated to other not-for-profit agencies that in turn donate them to those in need.

The Lapeer County Community Foundation set up an internal Women's Fund Account to which individuals donate clothing and other apparel. United Way and LACADA then distribute vouchers to women in need who use them to select an outfit for job interviews. The vouchers are paid for from the Women's Fund.

Similarly, we work cooperatively with the Michigan Prisoners Re-Entry Initiative to help local parolees transition successfully back into the community through a clothing voucher program.

In 2009-2010, we intend to seek a grant for renovations to the store that will allow us to expand the use of the space, generate greater public awareness, and ultimately increase gross sales.

COMMUNITY COLLABORATION

All persons served by Lapeer Team Work are referred to us by other community agencies. We at Lapeer Team Work are committed to the proposition that working together with community partners greatly reduces the duplication of efforts and affords the opportunity of greater and more specific focus on consumer needs.

Our referral partners for the persons served as part of the Mobile Work Crew include Lapeer County Community Mental Health, Genesee County Community Mental Health, North Branch Area Schools, and the Lapeer County Intermediate School District.

Additional referral partners that assist persons served by the job placement program include Thumb Area Michigan Works and the Michigan Department of Labor and Economic Growth.

Lapeer Team Work supports a variety of area-wide community collaborations as evidenced by their participation in the Lapeer County Disabilities Coalition, Supported Employment Alliance, Lapeer Transition Council, Lapeer Transportation Council, and the Lapeer County Community Collaborative.

Lapeer Team Work has received support during the year from various local service organizations including the United Way, Lapeer Rotary Club, Zonta Club of Lapeer and Kiwanis Club of Lapeer.

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NEW WEBSITE

In addition to providing quarterly newsletters to all stakeholders, Lapeer Team Work introduced a new, enhanced website in 2009 that can easily be updated internally in order to provide up-to-date information. Parents, caregivers, guardians, affiliated agencies, staff, consumers and the general public can now access www.lapeerteamwork.com to learn about current news and events taking place.

STAFF TRAINING

Each year, the staff of Lapeer Team Work incur many hours of training to enable us to continue to deliver the highest quality service to the persons we serve. This year the training obtained by staff members included the following areas;

- CPR and First Aid
- Employment Training Specialist
- Michigan Transition Services Association Conference
- Recipient Rights
- Wheel Chair/Passenger Safety
- Limited English Proficiency
- Cultural Diversity
- Person Centered Planning
- Right to Know
- Social Security Workshop
- Intervention Training

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DEMOGRAPHIC INFORMATION-MOBILE WORK CREW

Employment Accessibility

Lapeer Team Work strives to make services available to all qualifying individuals. As of September 30, 2009, we are pleased to say we successfully placed everyone referred to us into our program.

For the year ended September 30, 2009 the program served 69 individuals who earned wages for over 24,041 hours of work.

Rate of Pay at September 30, 2009

Average Pay Rate- \$4.82/hr
Lowest Pay Rate- \$1.57/hr
Highest Pay Rate- \$7.40/hr (min. wage)
Number receiving minimum wage- 10

Gender

Female- 34
Male- 35

Race

White- 68
Hispanic- 1
African American - 0

Hours worked per week

Less than 4 hours- 0
At least 4 hours, less than 8 hours- 9
At least 8 hours, less than 12 hours- 29
At least 12 hours, less than 16 hours- 15
At least 16 hours, less than 20 hours- 6
At least 20 hours- 10

Living Arrangements

Living With Family- 39
Independent- 0
Semi-Independent- 11
Group Home- 19

Ages

16 thru 20: 6
21 thru 25: 21
26 thru 36: 24
37 thru 50: 13
50 thru 65: 5

Residence

Almont- 0
Attica - 8
Columbiaville- 5
Dryden- 0
Fostoria- 2
Genesee County – 1
Imlay City- 5
Lapeer- 30
Metamora- 4
North Branch-12
Otter Lake- 1
Romeo- 1

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Primary Disability – as indicated by referring agency evaluation (the majority have multiple diagnoses)

Autism - 4

Bi-Polar- 3

Cerebral Palsy – 4

Cognitive Impairment- 20

Developmentally Disabled - 9

Downs Syndrome - 14

Hearing Impaired - 1

Mental Impairment- 6

Schizophrenia - 8

Mobile Work Crew-Obtainment of Individual Objectives

Each person served by Lapeer Team Work who is part of the mobile work crew has a “team” of individuals that determines certain work related objectives that the individual strives to reach during the ensuing year. The “team” is determined by the needs of each individual and is comprised of a combination of the individual’s educator, case worker, guardian, Lapeer Team Work staff and other relevant participants.

Lapeer Team Work staff monitors weekly the progress of each person served in reaching their objectives. Annually, a comparison is made between the number of objectives for the individual and the attainment of the objectives. For the past year, the persons served by Lapeer Team Work reached **48%** of their individual objectives.

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EMPLOYMENT SERVICES - JOB PLACEMENT

Employment Accessibility

Lapeer Team Work endeavors to find suitable employment opportunities available to all qualifying individuals. For the year ended September 30, 2009 the program performed the following services:

Employment Services

Job Coaching- 1

Intakes- 22

Placements- 4

Community Based Employment Evaluation- 16

Ticket-to-Work- 0

Michigan Works! Work Experience- 22

Michigan Works! Best Impressions- 2

Job Readiness Training- 2

Job Seeking Training- 2

Support Services- 4

Accessibility Plan

Lapeer Team Work continues to monitor and update its accessibility plan. This plan demonstrates leadership planning that addresses the needs of the persons served, personnel, and other stakeholders. The input for the self-evaluation process was primarily obtained by management and staff observations and specifically solicited from individuals employed to conduct inspections. The plan addresses identifying barriers in the architectural, environmental, attitudinal, financial, employment, communication and transportation areas.

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Each year our plan calls for an accessibility plan review by the leadership that results in a written status report to ensure an evaluation of the timelines and progress made in the removal of the barriers and areas that need improvement. The leadership will at that time attempt to identify new barriers and modify the accessibility plan accordingly. The status report will be made part of the accessibility plan. The Executive Director will serve as the Access Coordinator to monitor the plan.

Lapeer Team Work has always and will continue to advocate for eliminating and reducing barriers. Lapeer Team Work is community oriented and collaborates with many area referral sources, community councils, local businesses and task forces to address the issue. Lapeer Team Work considers requests for reasonable accommodation after review in keeping with agency policy and federal, state and local law. Additionally, Lapeer Team Work will refuse to engage in or to tolerate discrimination based on race, sex, sexual orientation, age, religion, national origin, socio-economic status or disability.

HEALTH & SAFETY

Incidents Reported

A review of incidents reported during the year revealed the following:

Trips/Falls	15
Bumps/Hits	21
Cuts/Scrapes	9
Seizure	0
Twists/Pulls	0
Cleaning Agent Splash	4
Pinches	0
Other (minor)	<u>33</u>
<u>Total Incidents</u>	82

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Lapeer Team Work is aware of the importance of protecting the health and safety of both our staff and persons served. Once a quarter, a meeting is held between the Program Director, Staff Safety Coordinator, Consumer Safety Representative and Executive Director for the purpose of addressing each incident that occurred during the previous quarter and steps that may be taken to reduce the type of incident in the future.

Consistent with past practice, Lapeer Team Work engages an outside expert to assess the status of the health and safety program and the Lapeer Construction Code Authority to conduct a Barrier Free Accessibility Compliance Review. In addition, we survey our client businesses annually to ensure they are also undergoing periodic inspections.

We, at Lapeer Team Work are constantly vigilant to address potential safety concerns both at our facility and when working at client business sites and believe there are no additional procedures to implement at this time to increase the health and safety of the persons we serve.

Inspections

As part of the Health and Safety Policy, Lapeer Team Work regularly undergoes inspections by various outside agencies. During the year, Lapeer Team Work underwent inspections by the following agencies:

- Michigan Department of Transportation
- City of Lapeer Fire Department
- MARO

GRIEVANCES REPORTED

There were no grievances filed by persons served during the year.