

2011 Staff Reporter

January • February March • April May • June July ★ August ★ September October • November • December

Facing Storm Challenges

Dear Liberty Employees,



I gratefully recognize and thank each and every one of you who went above and beyond to ensure that the quality of services for the individuals we support was maintained during the onset and aftermath of Hurricane Irene. A natural disaster is one that leaves us unsettled and inconvenienced at best. These feelings hold true for the individuals in our programs as well. It is comforting to know we have staff who understand that the work they

do on a daily basis, in any circumstance, is affecting the life of someone else.

Thank you to our Residential, Day Supports & FSS staff who were able to report to the houses and day habilitation sites to ensure that the needs of our individuals were met. This includes all Direct Support Professionals, Assistant Habilitation Specialists, Nurses, and Therapists who went out of their way to make it into work knowing that others were depending on them. Your dedication is truly appreciated.

Our Facilities department also played a major role throughout the county by maintaining the functionality of our homes and day habilitation sites. Most working 12 or more hours in one day, and some into the night, their hard work ensured that all generators were working properly, basements remained dry, and all trees and other debris were cleaned up after the storm.

Finally, I would like to recognize members of the IT department who reported to work after the power was restored on Tuesday night and stayed until early Wednesday morning making certain our computer systems would be online and operational as soon as possible. The excellence and dedication of our staff is something Liberty prides itself on and, once again, has proven to be true.

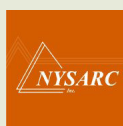
Thank you all. ■

Frank Capone, CEO

NEW WEBSITES



Liberty ARC – Check out the new Liberty website! Same url, www.libertyarc.org, but with a completely different design and feel!



NYSARC updated its website also – check it out at www.nysarc.org



Liberty's product line has a new, improved site as well, www.libertycleanproducts.com

New Insurance Brokers

After much consideration, Liberty has made the decision to change our insurance brokers from Jaeger & Flynn Associates to Rose & Kiernan Inc.

Below is a timetable covering the next six months and the impact this decision will have on each of you:

1. Effective October 1, 2011 – any benefit enrollments, terminations, or changes of information (with the exception of HRA Accounts and Flex Spending Accounts) will be processed by Rose & Kiernan. Jaeger & Flynn will continue to administer HRA and Flex Spending Accounts until the end of our plan year which is January 31, 2012.
2. 2012 Open Enrollment will be handled by Rose & Kiernan. Meetings will begin in late November and run through early December. The effective date of the new plan year will be February 1, 2012.
3. January 31, 2012, will be the last day Jaeger and Flynn will be the agency's broker of record for staff HRAs, Flexible Spending, and Cobra Accounts.
4. Effective February 1, 2012, Rose and Kiernan will have taken over 100% of employee brokered benefits from Jaeger & Flynn.

We would like to thank the team of Jaeger & Flynn for their support over the past 10 years.

We realize there is going to be an adjustment period for all of us as we prepare and begin for a new working relationship with Rose & Kiernan, but we are excited and looking forward to the new opportunities they have to offer Liberty. Over the next few months we will be introducing our contacts to staff, and are hoping for a smooth transition. In the meantime, questions can be directed to Diana Mack in the HR Department at ext 3288 or dianam@libertyarc.org.

CALENDAR

Oct 21 • Books R Fun Book Fair
LE Staff Training Room

Oct 21 • Indoor Garage Sale to benefit Veterans
Day Supports Café @ 10AM – Salsa Picante
will be selling lunch starting at 11AM

Oct 27 • Liberty Foundation's 2011 Feather Your Nest Raffle – Liberty Day Supports Café, 6–7PM. Buy your ticket today! Contact Lisa Augustine for more info: 954-3203

Oct 31 • Employee Halloween Costume Contest and Kids' Parade DT Building

Nov 4 • Dessert Festival – Day Supports Café – 9AM - Presented by Salsa Picante

Nov 9 • Annual Employee Recognition Dinner – Raindancer

Nov 19 • Liberty's 5th Annual FOLLIES - Fonda-Fultonville CSD
Salsa Picante will be on hand, selling empanadas



Safety Corner

The Aftermath of Wells...

By Heather Vecchio and Jesse Markes

Recently, there have been a lot of questions from staff to the Safety office related to Liberty's smoking policies. I thought I would take this opportunity to share some updates related to communications from OPWDD in response to the tragic fire which resulted in four people's deaths in Wells, NY, in 2009.

First and foremost, all Liberty staff and people receiving services should be encouraged to seek assistance to quit smoking. There are approximately 7,000 chemicals present in cigarette smoke. Of those chemicals, 69 are identified as carcinogenic, including carbon monoxide, arsenic, hydrogen cyanide, ammonia, benzene, and others. Cigarette smokers are recognized by health organizations as having as much as 10 times the levels of carbon monoxide than nonsmokers in their bloodstream. Smokers averaging a pack a day can have carbon monoxide levels in the blood as great as 20 parts per million. This is significant since the Occupational Safety and Health Administration sets the permissible exposure limit for carbon monoxide levels at 50 parts per million for an 8-hour exposure in the workplace. Our HR department can assist in finding resources to help you quit, so understand the risks and seek help to kick the habit—your health depends on it!

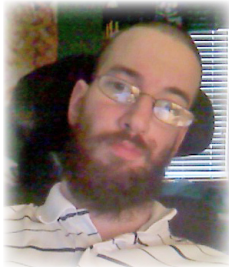
Back in 2009, the designated distance for all Liberty smoking areas was set as a minimum of 10 feet from any Liberty-owned structure. This summer, OPWDD distributed a guidance document recommending that designated smoking areas be at least 50 feet from any state owned site and strongly recommended that voluntary agencies also comply. Therefore, we have re-established minimum distances for all smoking areas to meet the 50 foot minimum, wherever possible. If the 50 foot distance is not possible, due to safety concerns, the site location must be approved by program management and the safety office. Other rules related to smoking that you should be aware of are:

- All designated smoking areas must have a noncombustible receptacle for smoking materials. The presence of such a receptacle indicates the location of a designated smoking area. There is NO SMOKING elsewhere on Liberty properties, other than these designated locations. This includes both the 43 and 47 Liberty Campus buildings, where there are specific designated areas.
- Receptacles must be on a regular schedule for being cleaned to prevent over-filling.
- All staff must be trained not to use designated smoking receptacles for combustibles, such as coffee cups, etc., due to inherent fire hazards.
- People receiving services who smoke must be assessed for the ability to safely handle smoking materials. This must be documented and on file for each person.
- No smoking is allowed at any time within ANY OPWDD certified site.

Cigarette butts littering the ground at our sites are unattractive, unhealthy, and indicates risky behavior from smokers. This is not an acceptable image for the agency, our staff or the management of the site. Please understand the risks of smoking for your own health and those that we support and let's work together to improve safety for everyone! ■



Heather Vecchio
Safety Manager



Jesse Markes
Committee Chair

Schenectady ARC 5K Run



Congratulations to those employees who completed the Schenectady County ARC's 1st annual 5k Run on September 15, 2011! Team Liberty came in 4th overall. Great work, everyone!

These team members earned awards in their respective age/sex categories: Catherine Mowrey, 2nd • Lisa Kinowski, 3rd • April Marcellino, 3rd ■

Regionalization

Partnerships for People by Candy Opalka, COO

What Should You Know?

You have been hearing a great deal about Partnerships for People and our new regionalized approach to providing individualized services. We are continuing to move forward with this plan in order to focus on a Life Centered Services model.

The administrative teams for Day and Residential services will be combined into four geographic regions. Medical and Clinical team members will also be assigned by region to work with the people who live and receive day supports in these communities. One administrative team will oversee both Day and Residential operations.

The new leaders identified to work with each region, to oversee Day and Residential services, are as follows:

- **John Glode** Regional Director for the Canajoharie and Fort Plain area
- **Maggie Rowley** Regional Director for the mid-county area
- **Traves Bethel & Carrie-Ann Schmidt** Regional Directors for the Amsterdam area

The Administrative team of Associate Directors are as follows:

- Erin Abele – Amsterdam
- Susan Bilili – Amsterdam
- Lynn Handy – Canajoharie/Fort Plain
- Pete Lawrence – Amsterdam
- Wendy Moore – Amsterdam
- Catherine Mowrey – Canajoharie/Fort Plain
- Steve Osheyack – Amsterdam
- Sue Schultz – Mid-County

All Residential Managers and Habilitation Coordinators will report directly to the Associate Directors in their region. If you have any questions about this process, please do not hesitate to contact me or any of the individuals listed above. Thank you for all your support! ■



Candy Opalka,
COO

Benefits Corner

Healthy Lifestyles Program

The following employees have qualified for the \$240 HRA credit, effective 10/1/11, for completing **Liberty's Healthy Lifestyles Program!**

Sheila Stewart	Sharon Smith	Tammy Lorensen
Kasey Wadsworth	Kathleen DeRuscio	Paula Hawkins
Michele Ilnicki	Kara Reed	Joanne Biggie
Nan Conyne	Bill Sikora	Donna Mochrie
Barb Dziedzic	Nora Pavlak	Deb Hardy
Val Harrington	Patty Raczynski	Amanda Mnally
Todd Hoyt	Anne Krawiecki	Gail Mueller
Jason Downing	Deb Oliver	Justina VanDyke
Michele Monty	Julie Trombly	Bernie Masterpolo
Loretta Laporta	Susan Liberantowski	Bonnie King
Patricia Wadsworth	Marion Overbaugh	
Hope Akey	Shirley Combs	

Testimonial

There is still time to receive your \$240; it's easy! If you don't believe us...listen to someone who's completed the Healthy Lifestyles activities.

Tracy Mead: *"The \$240 Liberty Wellness Incentive was extremely important to me this year in particular because it helped offset some expenses I had for surgery costs that were not covered by Excellus. It is so easy to earn the incentive. The mandatory "Know Your Numbers" activity was offered at a variety of convenient times and the other 3 core activities I completed were routine preventative appointments that everyone should have each year. I am thankful to be given the opportunity to earn extra HRA money and at the same time keep track of my health."* ■



Tracy Mead

Personnel Personals



• Births •

A son, Grayson Matthew
Born June 29, 2011
to **Stefanie Ackerknecht** (Residential)
and husband Eric

A great grandson, Adam
Born August 2, 2011
to **Nora Pavlak** (Residential)

A son, William
Born August 8, 2011
To Marinda and **Pat Yacobucci**
(Residential)
William's Grandfather:
Dennis Yacobucci
(Director of Facilities & NDHC)

• Engagement •

Leo Rouse (Residential)
to Julie McKane
August 26, 2011

• Marriages •

Kevin Adams
Son of **Heather Vecchio**
(Safety Manager)
and Andrea Sherman
June 25, 2011

• Anniversaries •

Paula Wall (Residential)
& husband Jody Wall
Married 25 years on July 19, 2011

Tina Morey (MSC)
& husband Jeffrey Morey
Married 25 years on August 30, 2011

Address Change

As many of you know, we have been considering an address change for our LE and Day Hab buildings due to the fact that Liberty Drive is not a registered road with GPS devices. Visitors seeking 43 or 47 Liberty Drive using GPS are continually directed to Liberty Street in Amsterdam. We were led to believe that we could not place 43 or 47 Liberty Drive on Google Maps, MapQuest and with GPS providers because it is a private road.

After more research, we found out that we will be able to register 43/47 Liberty Drive with GPS companies and are moving forward with this scenario instead of changing our addresses. Meanwhile, please direct visitors to our website, **www.libertyarc.org**, or ask them to use Google Maps for directions to 43 Liberty Drive. Thank you for your cooperation. ■

Welcome, Traves Bethel

The Liberty family was pleased to welcome Traves Bethel aboard their administrative team in August.

Traves has worked for years as a director of various programs in the human services field, most notably as Regional Director in Essex County where he helped to implement a regionalized service approach. Be sure to introduce yourself to Traves next time you see him around! ■



Traves Bethel

Liberty in the Community

One of the topics discussed at the Amsterdam Rotary board meeting on October 4 was the homeless shelter project that began this year. Al Turo from St. Mary's Hospital and John Nasso from Catholic Charities of Fulton and Montgomery Counties spoke about extending the services through the winter season. Both of them gave high praise to Liberty and our staff for providing man hours, donating furniture, paint, etc.

They mentioned Pete Lawrence, in particular, for his service on their board and his dedication to the project. Liberty's Facilities Department was also cited for assistance in getting the shelter up and running. Thank you all for your services, you have truly helped to make our community a better place! ■

Trash 'n' Treasures

- **Exercise Equipment** (treadmill, ab circle pro, ab lounge, weights, weight bench) for sale, slightly used, \$50-\$75 each or best offer. Please contact Terri Hallenbeck @ 518.774-5972
- **Mealtime Waterproof Barriers Adult Protectors** in various color for sale, \$4 each, contact Lillian Johnson by phone at 883-4208 or by e-mail at LillianJ@libertyarc.org.
- **Slightly used bookcase**, \$15 or best offer, contact Karen Sylvia by phone at 954.3239 or by e-mail at KarenS@libertyarc.org
- **Entertainment Center** for sale, slightly used, \$25 or best offer, contact Karen Sylvia by phone at 954.3239 or by e-mail at KarenS@libertyarc.org
- **Ross Diamond Cruiser** (bicycle), "oldie but goodie," slightly used, will take best offer, contact Karen Sylvia by phone at 954.3239 or by e-mail at KarenS@libertyarc.org

JULY 2011

Caroline Snell

*Employee of
the Month*



Caroline Snell has been an employee of Liberty for over fifteen years, and is currently working as an Employment Training Specialist with the Career and Employment Network (CEN). She is well-known among CEN staff and the individuals involved with the program for her dedication, teamwork, and motivating attitude. Caroline has also gained the respect of community employers for her dependability and professional service. She is a creative thinker, and she works diligently to meet the needs of the individuals she supports. Even in a difficult job market, Caroline remains upbeat and diligent in her search for the right placement for the individuals on her caseload. Congratulations! ♦



LIBERTY Montgomery County ARC 518.842.5080

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AUGUST 2011

Rosemary Rajter

*Employee of
the Month*



Rosemary Rajter began working for Liberty's Business Office in 1980. In 1984, she joined the Residential Department as a scheduler and in the late 90s she moved to the Family Support Department where she has remained ever since as an FSS Scheduling Coordinator. Throughout her tenure, Rosemary has developed an excellent rapport with the families receiving services through FSS. For many of them, Rosemary is the first call when they are in need. Her strong commitment to Customer Excellence and her attention to detail are second to none. The FSS staff is proud to have Rosemary as a vital member of the team!

Congratulations,
Rosemary! ♦



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SEPTEMBER 2011

Deitra Stockwell

*Employee of
the Month*



Deitra Stockwell began working as a Direct Support Professional (DSP) at the Glen residence in 2000 where her hard work and mentorship of new trainees had a lasting effect. In January 2009, Deitra was promoted to Assistant Manager at Palatine Bridge where she continues to put forth her positive work ethic on a daily basis. She is dedicated to enriching the lives of the individuals she supports and often exceeds her responsibilities to help each person fulfill his or her goals. Deitra is well respected for her dedication, but also for her sense of humor and smiling face. Her coworkers and individuals consider themselves lucky to have Deitra as part of the Palatine family! Congratulations! ♦



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Cathy Monk

Leader of the Quarter

Cathy Monk began her career at Liberty in November 1992 as a Residential Supervisor at the Carlisle residence. She was later promoted to her current job as Residential Manager for Gilbert Avenue.

Throughout her years with Liberty's Residential program, Cathy has provided consumers a safe, stable, and supportive environment with opportunities to make their own choices and pursue their goals. She has a way of empowering consumers to reach greater independence by creating innovative strategies for attaining what truly matters to them. She is a manager who leads by example, role modeling quality work and leadership.

Cathy is a team player who is always willing to share her knowledge with others. Liberty is pleased that she is such a dedicated leader and proud to name her the Leader of the Quarter! Congratulations, Cathy! ♦



3rd Quarter • 2011

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