

## In This Edition...

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- New Residential Home

## Donations Needed!

We are always in need of items for our upcoming events. If you are willing and able, we would appreciate the following items:

- Plastic Cups
- Plastic Plates
- Napkins
- Silverware
- Pop/Water
- Condiments
- Plastic Tablecloths
- Individual Chip Bags
- Seasonal Décor/Centerpieces
- Stovetop Stuffing Mix
- Instant Mashed Potatoes
- Turkeys
- Hawaiian Dinner Rolls
- Canned Green Beans

Please drop off between 8:00 and 4:00 M-F. Thank you!

**Greene Arc, Inc.** is a non-profit corporation providing residential, vocational, Day support, job opportunities, advocacy and mental health/recovery services to citizens with disabilities of Greene and surrounding counties. Our goal is to promote the independence and employment of individuals with disabilities.

## PHOTOGRAPHY CLUB



Follow us on Instagram for more from our Photography Club.

## UPCOMING EVENTS

Halloween Party | Thanksgiving Lunch | Winter Wonderland Party  
Simmons Farms Trip for Individuals and Staff  
Move-In Day at New Residence!

# Spotlight On...



**Jennifer Colbert, RN** started with Greene Arc in September 2024. She resides in Millsboro, PA and has been a nurse for 40 years. Half of her career was spent working in medical facilities (*hospitals, clinics and home health*) and the second half has been devoted to mental health (*working with BHU and with a psychiatry practice in nursing homes and care homes*). She has a 33-year old daughter (Emily), who lives with her husband in the greater Washington, DC area. Jennifer likes being with friends and family, traveling, going to festivals, parks and concerts, gardening, thrift store/flea market shopping and cooking/baking in her free time. She feels her best attributes are her sense of humor and being easy to talk to, with a willingness to be helpful whenever possible. Although Jennifer is familiar with working with individuals with intellectual disabilities and mental health disorders, she is excited and challenged to be working closely with our individuals in this supportive, caring and structured environment. She wants to observe and learn from the Direct Support Professionals who are vital to the well-being of the individuals we serve.

Jennifer, RN



## JUST FOR FUN!



## CURRENT JOB OPENINGS

### Residential DSP:

Full-time, direct care to persons with intellectual disabilities. Accredited high school diploma or GED required.

See [greenearc.org/careers](https://greenearc.org/careers) for full job description and applications.

*All positions must pass Child Abuse History, FBI and Criminal Record Check Clearances as well as have a driver's license with a clean driving history.*

"The only true disability is the inability to accept and respect differences." - Upjourney



# Annual Director's Reports for Fiscal Year 2023-2024

## Theme: Changes and New Beginnings

### Report from the Executive Director

Presented by Travis Duncan

As I reflect on this past year, it has been a time of profound change and exciting new beginnings for Greene Arc, Inc. Having served as the Director of Mental Health since January 2, 2014, I had the privilege of working closely with our dedicated staff and the individuals we serve. That role provided me with an invaluable foundation and perspective as I transitioned into the position of Executive Director on March 1, 2024. The transition, which spanned four months, allowed me to work hand-in-hand with both our mental health team and the entire organization, setting the stage for growth and innovation.

This year's theme, "Changes and New Beginnings," perfectly encapsulates the energy and momentum Greene Arc, Inc. has built over the past six months. We have embraced challenges, created new opportunities, and made significant strides in expanding the services and support we provide to the individuals in our care. These changes are a testament to the hard work of our staff and the strength of our community partnerships.

Here are just a few highlights from the last six months that signify changes, growth, innovation, and commitment to our mission:

**1. Closure of the Recycling Center:** One of the significant changes this year has been the closure of our operations as the operator of the Recycling Center. While this decision was not made lightly, it allows us to allocate resources toward initiatives that will bring greater benefits and opportunities to our individuals and community. We are excited about what the future holds as we continue to invest in programs that will have a more meaningful and lasting impact on the lives of those we are privileged to serve.

**2. Expansion of Residential Programs:** One of the most exciting developments this year was the purchase of a beautiful new group home in Waynesburg. While no individuals have moved in yet, many have visited, and we are continuing to get the home ready. We are hopeful that individuals will begin moving in before Christmas, and we are eager to see this space become a welcoming home for those we serve.

**3. Welcoming New Participants in ADT and Prevocational Services:** We were thrilled to welcome four new individuals into our Adult Day Training (ADT) and Prevocational Services. These services are at the core of what we do, offering meaningful day activities and skill-building opportunities that empower individuals to reach their full potential.

**4. Expansion of Residential Services:** In addition to the new group home, we've gained two new individuals into our existing residential services. Each person who joins our programs enriches our community, and we are grateful for the opportunity to support them in their journeys.

**5. Growth of Transportation Services:** As part of our commitment to accessibility and independence, we have significantly grown our transportation services. This ensures that individuals can access our programs and participate in community activities with ease, expanding their opportunities for engagement and socialization.

**6. Sublimation Printing Initiative and Photography Club Partnership:** One of the most innovative projects this year has been the development of a sublimation printing initiative, made possible by Greene County United Way and through a partnership with our Photography Club. This initiative not only offers new creative outlets and skills for the individuals we serve but also has the potential to evolve into an entrepreneurial venture that supports both personal growth and organizational sustainability.

**7. Addition of a Registered Nurse:** For the first time, we have added a full-time Registered Nurse to our team. This addition represents a crucial step forward in providing comprehensive care, ensuring that we can better address the medical needs of the individuals we serve.

**8. New Certified Peer Specialists:** Our Peer Support Program continues to thrive, with the addition of two new Certified Peer Specialists. These specialists are essential in providing peer-led support to individuals in recovery, and their presence strengthens the foundation of our mental health services.

**9. Mental Health Department Hygiene & Cleaning Closet:** In response to the needs of our community, the Mental Health Department has started a Hygiene and Cleaning Closet. This initiative provides essential hygiene products and cleaning supplies to those in need, ensuring that no one is left without the resources necessary for daily living.

**10. Staff Wage Increase:** Recognizing the hard work and dedication of our staff, we implemented a \$0.50 raise across the organization. This increase reflects our commitment to supporting our employees and ensuring that they are compensated fairly for their invaluable contributions.

**11. Investment in a Sweep Account:** In an effort to diversify and increase our investments, we have enrolled in a sweep account. This financial strategy ensures that we can continue to grow our resources in a responsible and sustainable manner, positioning Greene Arc, Inc. for future stability and success.

**12. Expansion of Social Media Presence:** To enhance our communication and outreach efforts, we have expanded our social media presence with the creation of two new Instagram accounts—one for Greene Arc, Inc. in general and another for our Photography Club. Additionally, while we have had a Facebook account for some time, we are now more actively engaging with our community through this platform.

**13. 1st Annual Staff Appreciation Day:** This year, we held our 1st Annual Staff Appreciation Day to express our gratitude for the incredible dedication and hard work of our staff. The day included a catered lunch, door prizes, tokens of appreciation, and longevity awards passed out to recognize employees for their years of dedicated service. It was a celebration of the invaluable contributions that make Greene Arc, Inc. a thriving organization.

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I want to extend my heartfelt thanks to the Board of Directors, our partner agencies, the community, and all of our dedicated staff who have made these changes possible. These accomplishments are a direct result of your unwavering commitment to Greene Arc's mission, and I am grateful for your continued support.

As we move forward, I am filled with optimism and excitement for what lies ahead. The future holds incredible promise, and together, we will continue to create opportunities that lead to new beginnings for all those we serve.

Thank you for your unwavering support and dedication to Greene Arc, Inc. We could not achieve these milestones without the collective efforts of our staff, board, families, partner agencies, and community members. I look forward to continuing this journey with all of you.

With Gratitude,  
**Travis Duncan**  
Executive Director

# Annual Director's Reports for Fiscal Year 2023-2024... continued

Theme: Changes and New Beginnings

## Report from the Chief Financial Officer

Presented by Amy Heckman

I have to admit, when I was asked to share about changes and new beginnings in the Fiscal Department, I was a bit stumped as to what to share. I have been with Greene Arc's Fiscal Department for the past 21 years (and as the CFO for the last 13 years), and our main goal has always been, and always will be, to be fiscally responsible with all funds Greene Arc receives to ensure that we can provide the best programs possible for the individuals that we serve.

As we have navigated the ups and downs throughout the years (including a global pandemic), I am proud to say that we have been able to remain financially stable through much economic uncertainty. This fiscal commitment has led to the ability to open new programs, expand existing programs, purchase a new group home, as well as a wage increase for our staff.

To ensure we continue on this financial trajectory, we not only have our monthly financials that are reviewed and approved by our Board of Directors, but we also have team meetings each month to discuss our financials, evaluate if all needs are being met and discuss any cost saving measures that may be available in areas of excess. We also continue to do an ongoing review and analysis of all of our program areas to ensure we are meeting people's current needs while being fiscally responsible for Greene Arc as a whole. We also continue to brainstorm for new ways to bring revenue in to support our mission. By continuing to take these measures, we are ensuring the existence, as well as expansion of Greene Arc in the future!



## Report from the Human Resources Director

Presented by Kim Thompson



As the Human Resources Director, I'd like to take this opportunity to update you on the significant challenges and changes we are facing at Greene Arc, Inc., particularly in terms of staffing and our preparations for the upcoming shift to Performance-Based Contracting.

At Greene Arc, we are taking proactive measures to prepare for Performance-Based Contracting, even though the official implementation has not begun yet. This transition marks a fundamental change in how our organization will be evaluated, and it requires us to meet new, more stringent standards for service delivery, reporting accuracy, and overall performance. In anticipation of these changes, we are already working to upgrade our data management and tracking systems, ensuring they can handle the more complex demands we will face under this new model.

In addition to the operational changes we're making, we continue to face significant staffing challenges. As you all know, finding and retaining skilled workers in our field has always been difficult, but it has become even more so in the current labor market. Like many organizations in the social services fields, we are competing with other providers for a limited pool of qualified professionals. This shortage is particularly challenging as we strive to maintain our high standards of care while managing the increasing demands associated with Performance-Based Contracting. We are exploring new ways to attract talent, including enhancing our recruitment strategies and developing incentives to retain the dedicated staff we currently have. However, this remains one of our most pressing challenges, and we continue to work tirelessly to address it.

Despite these obstacles, we remain optimistic about Greene Arc's future. Our team is dedicated, resilient, and fully committed to overcoming these hurdles while continuing to deliver the exceptional care and support our clients depend on. As we prepare for this new phase in our operations, we are confident that the steps we are taking today will not only help us meet the new requirements but also strengthen Greene Arc in the long run.

## Report from the Director of Residential Services

Presented by Mary Keim

In the past year, the Greene Arc Residential Program has seen many changes. In addition to maintaining our current five residential sites, we are in the process of opening our sixth site. We have acquired a home located in Waynesburg, PA. It will provide services to 3 of our residents currently living at our other residential site located in Waynesburg, PA. Our hope is to have it occupied no later than the middle of December, 2024. There is a multi-step process involved in opening a new site. This involves getting approval from the state to just open the home based on it not being adjacent to any other facility licensed to provide IDD services, occupancy clearance from the municipality, licensing and occupancy approval from the state, setting up all the utilities, completing any home furnishing and physical site requirements per the state 6400 regulations and most importantly, securing the staff to operate the site based on the needs of the individuals.

We are also looking into other prospective sites to open a seventh residential site in the near future. The same process will occur to secure this.

There is always the struggle of acquiring staff due to turnover – but in spite of that we do have a strong core of employees who have been with the program for many years.

In this past year we unfortunately lost one of our individuals at our Pine Street location – his passing was a great loss and he will be sorely missed. We also have begun to provide services to a new individual at this same location. His residency there began on August 30, 2024. The staff have done an incredible job of making sure he is comfortable and adjusting to his new home.

The individuals in the Residential Program have had numerous opportunities to be a part of their communities. Several have also had the experience of going on various vacations.

As always, the residential staff and management team have done a great job of keeping the individuals healthy, safe and happy in their homes.

The Residential Program is a 24-hour a day operation and we will keep striving to keep it operating at full speed and efficiency.

# Annual Director's Reports for Fiscal Year 2023-2024... continued

Theme: Changes and New Beginnings

## Report from the Mental Health Director

Presented by Jessica Horton



### With Change Comes New Beginnings

This past year has been one of significant change and new beginnings for the Mental Health Department. In March, the former Mental Health Director, Travis Duncan, transitioned to the role of Executive Director as I stepped into the Director of Mental Health position. Travis had spent a decade in his previous role, shaping the programs and culture of our department. While change can sometimes feel challenging, it also opens the door to growth and new opportunities. Not all change is bad; embracing it allows us to reimagine how we serve our clients, fostering innovation and progress. This leadership shift marked a new chapter for both staff and the individuals we serve as we embrace fresh perspectives and opportunities for growth. Each transition this year, from leadership shifts to new initiatives, has laid the groundwork for future growth.

Before stepping into my current role, I served as a Certified Peer Support Specialist at Greene Arc, Inc. for six years, beginning in 2018. During that time, I had the privilege of working closely with clients, providing support and empowering them to take control of their mental health journey. My experience as a CPS has given me a deep understanding of the needs of the individuals we serve, which has been invaluable in shaping my approach as Director of Mental Health. The transition has been an adjustment as I take on new responsibilities, while forgoing some past ones, but it has also brought exciting opportunities for growth and development.

Since my transition, we have hired two additional Certified Peer Specialists, bringing our total to four CPSs. This expansion allows us to support more individuals who need mental health services and increases the number of people who can be referred to our agency. By fully staffing our Peer Program, we have strengthened our capacity to meet the growing needs of the community. Additionally, with the continued expansion of the

Psychiatric Rehabilitation Program, we have one of our CPSs working part-time in both Psych Rehab and Peer Support, enhancing collaboration and support across programs.

The Open Arms Drop-In Center has also experienced some changes as we now have two new full-time staff members who are helping with programming and providing additional support to the clients who attend the center. We are actively exploring new programs and activities to enhance our offerings at the Open Arms Drop-In Center and are always on the lookout for volunteers to help support these initiatives. These changes will help improve the quality and variety of activities offered, ensuring that we meet the diverse needs of those we serve.

One of our most exciting new initiatives that has been started for the clients within our Mental Health Programs, is the Hygiene and Cleaning Closet, which will assist with providing much-needed hygiene and cleaning supplies to clients who are in need. Many of those we serve face financial barriers that prevent access to necessities such as soap, laundry detergent, and shampoo. By starting this initiative, we aim to help our clients maintain their personal hygiene and living environments, which are vital to their overall mental and physical well-being. Access to these products also fosters a sense of dignity and self-care, empowering clients in their daily lives. We are actively seeking donations and contributions to help stock the closet with essential items. For those interested in donating to this initiative, you can visit our Amazon Wishlist using the QR Code below, where items purchased will be shipped directly to us. If you would prefer to drop off your donations, that can be done during normal business hours as well. While we are still gathering donations, we expect the Hygiene and Cleaning Closet to be fully stocked and ready for use by the individuals we serve here in the next month or so.



As we reflect on this year of change and look forward to new beginnings, I am excited for what lies ahead. Together, with the dedication of our team and the support of our community, we will continue to grow and enhance the services we provide to those we serve.

## Report from the Community Programs Director

Presented by Patricia Arthur

### Changes and New Beginnings for Supported Living, OVR/Supported Employment, and Rep Payee

We are discovering new ideas to enhance each of our programs listed by attending resource events in the community, visiting and contacting companies to foster knowledge of the services we offer to individuals with intellectual disabilities, and distributing our newly updated brochures to businesses.

We are initiating online accounts on the Social Security website for the Representative Payee clients that we are providing services to. This will help to expedite important documents and information regarding their benefits. This will be a more efficient way to receive and export documents for Social Security.



The Community Programs will be commencing two new services:

### HTTS (Housing Transition and Tenancy Sustaining Services)

The Housing Transition and Tenancy Sustaining Service includes pre-tenancy and housing sustaining supports to assist individuals in being successful tenants in private homes owned, rented, or leased by the individuals. The concepts and philosophy of person-centered planning should be incorporated throughout the development and implementation of individual housing service plans.

### Home and Community Services

The Home and Community Services are settings to assist individuals in acquiring, retaining, and improving self-help, socialization and adaptive skills. These services may be made available to individuals in their own home or in other residential or community settings.

Thank you,

**Patricia Arthur**

Community Programs Director



# Annual Director's Reports for Fiscal Year 2023-2024... continued

Theme: Changes and New Beginnings

## Report from the CPS Program Director

Presented by Minnie Boles

Greene Arc, Inc.'s Adult Day Training (ADT) services consist of supervision, training and support in general areas of self-care, communication, community participation and socialization. Together, the Pre-Vocational and Recycling Program offer structured job training opportunities for individuals with developmental disabilities. The Pre-Vocational program helps individuals gain skills in document destruction such as sorting, shredding and baling materials for recycling. These programs help the individuals develop employment related skills before engaging in competitive employment.

We're excited to launch the Photography Club, specifically designed for individuals with developmental disabilities participating in Pre-Vocational and Adult Day Training programs. This club aims to foster creativity, self-expression, and socialization through photography. Over the past year, our Photo Club has continued to thrive, providing a creative outlet for our individuals.

To further enhance our offerings and expand opportunities, we proudly introduced Sublimation Printing to our curriculum. Sublimation is a printing technique that allows us to transfer vibrant, full-color images onto various materials such as ceramics, tumblers, mugs and fabric. This exciting technology opens up new avenues for creative expression and skill-building for our individuals.

Our Photography Club and Sublimation Programs have been transformative for our individuals. By fostering creativity and self-expression, we've witnessed remarkable growth in independence and self-purpose. The Club also empowers the individuals to feel seen, heard and valued within their community. By fostering in the Photography Club and Sublimation, we've witnessed remarkable breakthroughs in social inclusion & barrier-breaking.

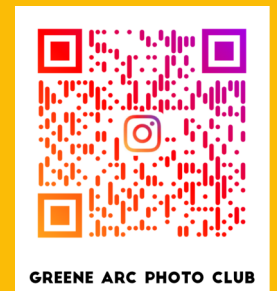
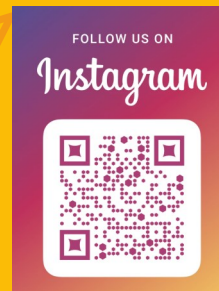


## NEW RESIDENTIAL HOME



## Opportunities To Connect With Us

**LIKE, FOLLOW & SHARE!**



**Hygiene and Cleaning Closet Donations for Mental Health**

