



The Arc[™]

Greater Waltham

Established 1956

Greater Waltham Arc

Annual Report 2016

***Celebrating 60 Years of Service
1956—2016***

***GWArc is committed to the inclusion of all
people with disabilities. For information and
assistance, please contact our main office.***

***GWArc is a 501(c)(3) nonprofit, tax-exempt organization and
an affiliated chapter of the Arc of Massachusetts
and the Arc of the United States.***



**56 Chestnut Street, Waltham, MA 02453
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www.gwarc.org



From the Chief Executive Officer



Roz Rubin, GWArc CEO, plans for the coming year with John Peacock and Marcia MacClary (seated), Co-Presidents, GWArc 2017 Board of Directors.

“Challenges” and “successes” are two words that always come to mind as GWArc reviews a year well spent. The challenges are not new news to our readers—an aging population needing additional services, underfunding to deliver these supports and more to this population, and, of course, the use of current program space and desire for a larger facility for all GWArc programs. We meet these challenges head on with increased outreach to our funding sources, legislators who shape the state budget and also, with continued efforts to reach you, the stakeholders, for sponsorships and donations to GWArc for ongoing support. The important GWArc mission to serve persons with disabilities and their families must be continued, and we will do so.

On to the successes! Take a look inside at the triumphs of the past year. The list goes beyond the expected compliance and certifications and includes both innovations and strategies to use all our resources—budgeted monies, staff and community support to meet the mission. We are particularly proud of achievements in each of GWArc’s programs and administrative departments and are pleased to share this with you.

As we celebrate our 60th year of service to the greater Waltham community, please join me in thanking GWArc’s staff (our most valuable resource!), Board of Directors, volunteers and you, the community stakeholders who read the Annual Report today and support the agency going forward. It is a pleasure to proudly present agency information to you, and I welcome the opportunity to share further information and more importantly, feedback, to make GWArc even better.

Roslynn Rubin, Ed.D
Chief Executive Officer

Celebrating 60 Years of Excellence...

We are able to point with pride to important achievements which required a strong, capable staff and the support of GWArc's many friends to provide high quality service to over 300 individuals this year. Among our proudest accomplishments are:

Participant Programming – Curriculum additions to enrich daily experiences, develop life skills and strengthen community connections.

- Day programs welcomed ARTrelief™, a collaborative of artists who work with people with disabilities, as our new Artists in Residence
- Welcomed a new certified music therapist for twice monthly sessions at both day programs
- Consulted with other area disability agencies and DDS for trainings on Positive Behavioral Supports
- Day Programs continue with volunteer projects in the community
- CEO and participants presented the results of the GWArc-Rotary Food Pantry Project to the Waltham Rotary in October 2016
- Monthly *BUZZ@GWArc* newsletter to families, guardians and residences continues

Day Habilitation – Funded by the Department of Medicaid Assistance and Department of Developmental Services, our Day Habilitation program is located at 56 Chestnut Street, Waltham. Services include communication and motor skills development through exercise, music, crafts, cooking, volunteering and community trips.

- Twelve Bentley Service-Learning Center student volunteers visit Day Habilitation in small groups 3 times per week
- Shopped for and delivered food to four local food pantries
- Created crafts for Waltham Riverfest and other community events, and for sale at Harvest Breakfast
- Participants and staff planted a Remembrance Garden in memory of two Day Habilitation participants who passed away

Employment, Community Based Day Supports (CBDS) and Transitions – GWArc's day program located at 31 Woodland Road, Waltham. Employment services include independent community work and group supported employment at four local universities. CBDS program participants enjoy a curriculum of activities which include life skills such as communication, community safety, money management, volunteering and community trips. School to Work Transitions works with Waltham Public Schools high school students to ensure meaningful future community involvement.

- Employment, Plus & Transitions has been renamed Employment & CBDS Program (ECB) to reflect current programming
- GWArc added Babson College to Group Supported Employment sites with 4 GWArc individuals working at the school
- Job Description for Group Supported Employment participants was developed and signed by each individual in this program
- The Employment Marketing Team launched a "Hire a GWArc Participant" campaign which included website, newsletter, e-blast, networking ideas, and cable TV spots
- New CBDS volunteer sites include Meals on Wheels, Newton-Wellesley Hospital and Mass Audubon

Recreation – Recreation Program activities for adults, adolescents and children in the community and for GWArc participants. Community-based activities with experts leading the events are emphasized.

- Recreation Manager/Volunteer Coordinator is the director's new title
- Produced 4 quarterly brochures; all events sold out this year
- Activities were community-based and held at Brandeis University, dance studios, sports arenas, theaters and other venues
- Arranged 3 inclusive community sessions for children in Waltham

Adult Family Care Program (AFC) – Medicaid funded tax-free financial support to families caring for their adolescent/adult children with disabilities and/or the elderly in their homes.

- Additional marketing opportunities for AFC program were completed (vendor table at conferences, attendance and presentations at elder affairs functions, and meetings with legal, financial, elder and mental health businesses and agencies)
- New position of AFC Program Developer created

Watch City Self Advocates – Members of GWArc’s Day and Employment Programs who join together to learn how to make and how to influence better choices in their lives.

- Attended the 19th Annual Mass Advocates Standing Strong Conference, themed "Make the Future", as well as several MASS regional meetings
- Monthly meetings featured guest speakers Hillary Dunn of The Disability Law Center, Bernie Mullen of Waltham Emergency Response and Linda Salzer of Ways to Go Travel Training

Workforce Development – Staff training and development.

- Staff received A.L.I.C.E. safety training by Waltham Police Department, Harassment in Workplace training, Diversity Cultural Competency (with One World buffet) and DPPC trainings
- Management Team had training with agency lawyer on upcoming changes in labor laws
- Agency retained communications coach for improved efficiency among upper management
- CORE training held for eight new staff
- Human Resources Needs Assessment held with outside consultant
- Weekly sign language training secured and ongoing, one hour weekly in both locations
- CHAT@GWArc monthly staff newsletter continues for the 8th year

Marketing and Development – Ensures regular communications, updated web and print materials, annual fundraising events and activities, participation in grant opportunities and recognition/support of the agency.

- Newly designed website launched in January
- Summer intern completed 2017 calendars for sale and use as gifts at 60th Anniversary Gala (December, 2016)
- CEO and Director of Marketing & Development had fundraising consultation for GWArc’s 60th Anniversary events
- Director of Marketing had consultation with grant writing specialist for further grant seeking and review of agency’s efforts to date
- CEO, Director of Marketing & Development, AFC staff and GWArc participants filmed numerous WCAC cable TV spots throughout the year. Topics included publicity of GWArc community events, AFC program, “Hire a GWArc Participant,” and others

Administration & Systems – Responsible for the business aspects of GWArc, including finances, accreditation, technology, structure of the agency and facilities and safety.

- GWArc reinstated anniversary salary increases for staff
- Holiday bonus, anniversary certificate, birthday off and other staff recognition continues
- Security systems and cosmetic upgrades to both facilities completed
- CARF consultation on improved document for Annual Performance Analysis

Board of Directors – Oversees agency well-being including agency stability, finances, future planning and community connections.

- Job description for Board of Directors members written and circulated to seek additional members
- Three new Board members trained for calendar year 2017 membership

Our Mission

GWArc's mission is to serve children, adolescents and adults with intellectual and developmental disabilities and their families in the community, utilizing a person-centered planning approach. We provide quality, flexible programs, services and supports which maximize independence, foster inclusion, promote self-advocacy and build community connections. GWArc programs are based upon self-determination, sound teaching practices and the latest technology. GWArc is committed to advocacy and legislation to influence attitudes and perceptions so individuals may choose and achieve life goals.

GWArc programs are funded by the Division of Medical Assistance (MassHealth), the Department of Developmental Services (DDS), Massachusetts Rehabilitation Commission and private fees. The Commission on Accreditation of Rehabilitation Facilities (CARF) accredits the Day Habilitation and CBDS Programs. Day Habilitation and CBDS programs are licensed by the Department of Developmental Services Survey and Certification process.

Referrals are received through the Department of Developmental Services, Department of Medicaid Assistance, Massachusetts Rehabilitation Commission and Massachusetts Commission for the Blind. GWArc also accepts private pay.



Day Hab participants and staff shop for local food pantries as part of the Rotary-GWArc Food Pantry Project.



Barbara Dunker, RN, Adult Family Care (AFC) Program Director, meets with a Caregiver.



ECB participants enjoy a summer day at Lake Cochituate.

GSE participants (right) display plates they decorated during art classes with Dan Dressler, Artist in Residence.



Greater Waltham Arc
Day Habilitation, Adult Family Care
and Recreation
56 Chestnut Street
Waltham, MA 02453
781-899-1344; 781-899-8555 (TDD)

Blanche I. Battaglino Center
Employment, CBDS
and Transitions
31 Woodland Road
Waltham, MA 02451
781-899-2206; 781-899-4710 (TDD)

Greater Waltham Arc, Inc.
Summary Statement of Revenue and Expenses
July 1, 2015 through June 30, 2016

Revenue	
Government Contracts	2,899,136
Commercial Sales and Contracts	417,022
In-Kind Contributions	109,662
Fundraising	199,074
Fees for Service	23,132
Investment Return	35,607
Release from Restriction	<u>79,218</u>
Total Revenue	<u>3,762,851</u>
Expenses	
Staff Wages, Taxes & Benefits	1,940,100
Client Wages, Taxes & Benefits	287,783
Occupancy and Depreciation	353,223
Program Services	885,693
Administrative	<u>180,763</u>
Total Expenses	<u>3,647,562</u>

Complete audited financial statements for the fiscal year ended June 30, 2016 are available on request.

***GWArc financial statements are audited by:
Kevin P. Martin & Associates, P.C.***

GWArc Board of Directors 2016

GWArc is governed by a Corporate Membership of 51 volunteers who elect a 15-member Board of Directors to oversee corporate operations. These volunteers represent the Greater Waltham community, including participants in GWArc programs, family members, the professions, local businesses and local service organizations. They provide valuable expertise, linkages and support to the organization.

<i>Marcia MacClary, President</i>	<i>Bob Clement</i>
<i>Jody Doucette, Vice President</i>	<i>Peter Dixon</i>
<i>Morgan Diamant, Treasurer</i>	<i>Erik Doucette</i>
<i>Don Willfong, Secretary</i>	<i>Harvey Fisher</i>
<i>John Peacock, Immediate Past President</i>	<i>Kelly A. Hill</i>
<i>Greg Abel</i>	<i>Adam Maher</i>
<i>James Baron</i>	<i>Eric R. Prichard</i>
	<i>Stewart Woodward</i>

Honorary Trustees

John Battaglino (deceased)
Arthur DeVincent (deceased)
Robert Donoghue
Jean Poirier Foster
Russ Malone
Anthony Mangini
Frederick Tortola (deceased)

A Special Thank You to Our Generous FY 2016 Donors

Generous donations throughout the year in support of our appeals, fundraising events and grant proposals are so important as they help to provide the many extras that make GWArc's programs and services so special. Community trips, Artists of GWArc art workshops taught by local artists, music therapy, healthy cooking classes and adaptive equipment are just some of the many inspired additional offerings that set our agency apart. Thank you to our donors and volunteers.

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Continued...

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	Rotary Club of Waltham	

This list includes donors from July 1, 2015 - June 30, 2016. We apologize for any errors or omissions. Please contact the Development Office with any corrections or edits at 781-899-1344 x4147. Thank you.