



Communicator

Volume IV, Issue VI

November/December

Special points of interest:

- 2012 Holidays
- Christmas Card Contest Winners
- Safety Corner
- Calendar of Events

Inside this issue:

Quality News	2
State Office Bldg. receives Award	3
Staff Hires/ Changes	4
Roberta Youmans Honored	5
Holiday Greetings	6
Wellness News	8
More Holiday Greetings	9

Arc Angel Trees on Display

By Rebecca Decker, Community Relations Assistant

Friends of Allegany Arc is once again placing 'Angel Trees' at area businesses for the holiday season. As in years past, Community Bank on the Bolivar Road in Wellsville and Steuben Trust in Belmont will proudly display an Arc Angel Tree in their lobby.

"With so many changes affecting our lives on a regular basis, it is nice to get back to tradition. To a simpler time where we spend moments in quiet thought of reflection and gratitude. In that spirit, Friends of Allegany Arc is proud to once again be offering our Angel Tree," noted Michael McCormick, Friends of Allegany Arc President.

Mr. McCormick continued, "We are so privileged to offer this tradition of remembering someone you have

lost or honoring someone you are thankful to still have in your life."

Celebrate the memory of a deceased loved one or honor someone still in your life and at the same time help make wishes come true for people with special needs. For every \$5 donation you make to Friends of Allegany Arc, we will place a lovely ceramic angel with your loved one's name hand inscribed on a beautiful ribbon on our trees. Stop by Community Bank on the Bolivar Road in Wellsville or Steuben Trust in Belmont to participate or online at www.AlleganyArc.org.

The Friends of Allegany Arc Foundation wishes everyone a holiday season filled with happiness and prosperity.



Stop by the David A. Howe Library and see all of the beautiful Christmas trees including this one decorated by the Voice group! Great job to all the members of Voice!



Congratulations to Bravo's Decorating Contest Winners. First place (left) was Corbin. Second place (center) was Nobles. Third place (right) was DCR. The Bravo Committee would like to congratulate these sites on winning and thank everyone at all the sites for participating. Our sites all look beautiful. Merry Christmas - from your Bravo Committee!

Should this be an incident report?

You may be asking yourself this question from time to time.

Use the old adage when in doubt check it out.

If you are not sure if an incident report should be written contact Deb Rosemier. Deb is available to answer these questions for you anytime, any day. Deb can be reached at the Shine building by calling 593-5700 ext. 556. If you do not reach her at her office be sure to call her cell at (585) 808-8244.

Did you know that leaving someone's information on a desk or shelf where it can be seen through a window or when someone walks into an office or work area is a violation of the laws guarding our privacy?

We all need to make sure our desks and work areas are cleaned off and secure at the end of the day. Windows should have proper window coverings and if it is necessary for records to be on your desk turn them over to prevent inadvertent or accidental exposure to visitors.



Policy and Procedure

Workplace Violence

Allegany Arc is committed to the safety and health of our employees. We have a zero tolerance policy towards violence, threats of violence, harassment, intimidation, bullying and other disruptive behavior in the workplace.

Workplace violence is defined as any act that occurs in the workplace that creates a hostile work environment that affect employees' physical or psychological well-being. This can take the form of harassment verbal threats, aggressive or threatening behavior and physical assault or abuse.

All staff should be familiar with this policy. Please review the full policy.

If you need or want a hard copy of the complete policy contact Melissa Vennard via S-comm or by phone at (585) 593-5700 ext. 544.

The Christmas Gift Poem
 It isn't the flowing ribbons,
 draped and curled with extra care,
 or the fine and fancy bows
 tied with ornamental flair.
 It isn't the label on the box,
 the sum of money spent,
 or anything that shows the length
 to which you obviously went.
 The beauty of a Christmas gift
 cannot be seen at all.
 For the loveliness of giving
 is a feeling, grand and tall.
 It's the genuine offer of love,
 the yearning to make a connection,
 a show of honest gratitude,
 a display of sincere affection.

*Merry Christmas and Happy New Year from the Quality
 Management Team
 Debbie, Melissa, Joanne, Barb, Michele, Paula*

Local State Office Building Receives Customer Service and Energy Awards

by Carrie Redman, Marketing Director

State Office of General Services (OGS) Commissioner RoAnn M. Destito of Rome recently visited the Henderson-Smith State Office Building to present the 2010-11 Customer Service Award for Upstate Regional Buildings and the 2011 Energy Star Plaque.

Commissioner Destito surrounded herself with Henderson-Smith State Office Building employees, PWI's Henderson Smith State Office Building Janitorial Crew and OGS Design and Construction employees as she presented them with the 2010-11 Customer Service Award for Upstate Regional Buildings for the fifth time in six years (2006, 2007, 2008, 2010 and 2011). The award is a yearly competition between Binghamton State Office Building, Walter J. Mahoney State Office Building (Buffalo), Dulles State Office Building (Watertown), Henderson-Smith State Office Building (Hornell), Homer Folks Facility (Oneonta), Senator Hughes State Office Building (Syracuse) and Utica State Office Building (Utica) and recognizes a facility's cleanliness, security, maintenance services, facility administration, etc.

PWI, a division of Allegany Arc, helped garner this award. PWI's goal is to

maximize the ability in people with disabilities. They offer a path toward independence, an opportunity to enter the workforce, and the chance to enjoy the rewards of employment. PWI has a long-term dedicated janitorial crew that works diligently to keep the Henderson-Smith State Office Building in magnificent shape. This crew, led by Chuck Ackerman, Production Supervisor, not only does an amazing job keeping the building clean, they are respectful and kind to everyone they come in to contact with. The janitorial crew takes great pride in their work and was excited to be on hand when

the Customer Service Award was revealed.

PWI continuously assesses and grooms positive work skills in preparation for outside employment and are proud to have such dedicated workers. Chris Koehler, Senior Vice-President of Sales and Marketing said of the crew, "The productivity, quality, and work ethic of this crew are exemplary. They are well-respected by their supervisor, peers, and customers alike. I am proud to be with them today."

The Commissioner also presented the Henderson-Smith State Office Building with a 2011 Energy Star Plaque

for its superior energy performance. The Energy Star Plaque is awarded by the US Environmental Protection Agency (EPA) and recognizes buildings that earn EPA's Energy Star rating by using 35% less energy and generates 35% fewer greenhouse gas emissions than similar buildings across the nation.

Hornell Mayor Shawn Hogan was in attendance and reiterated the hard work that went into receiving the awards and congratulated those in attendance for their dedication visible through multiple awards.



PWI's Henderson Smith State Office Building Janitorial Crew stands with Commissioner RoAnn M. Destito and Henderson-Smith State Office Building Managers after being awarded the 2010-11 Customer Service Award for Upstate Regional Buildings and the 2011 Energy Star Plaque.



Allegany Arc recently announced the 2nd Annual Agency Christmas Card Contest Winners:

*Rose Kish (left)
Midge Van Etten (right)*

Congratulations to the winners!



STAFF HIRES/CHANGES NOVEMBER AND DECEMBER

NOVEMBER 2011

WELCOME NEW STAFF

Devin Jacobs,
Habilitation Instructor Sub
Aleksandr Khodorkovskiy,
ACR DSP Sub
Julie Harrison,
Dayhab Sub
Ashley Kenderdine,
Habilitation Sub
Cecile Steadman,
DCR DSP Sub
Jessi Temple,
Niles DSP Sub
Marie Johnson,
BCR DSP Sub

STAFF CHANGES

Joye Hornsby,
DCR DSP
Micah Brady,
Habilitation Instructor Sub
Teresa Elliott,
OCR DSP
Racheal Whitesell,
ACR DSP
Margaret Paine,
Associate Director of QMRP
Michele Nye,
Director for Compliance

Emily Johnson,
OCR DSP
Sheryl Geffers,
DCR DSP
Debra Salmonson,
Habilitation Instructor
Amy Clemons,
Habilitation Instructor
Barb Ramsey,
Manager of
Program Quality

DECEMBER 2011

WELCOME NEW STAFF

Ryan Dibble,
DCR DSP Sub
Tiffany Kinder,
DCR DSP Sub
Stephanie Pratt,
Habilitation Instructor
Jamie Kellogg,
KCR DSP Sub

STAFF CHANGES

Lorraine Harmon,
Senior Vice-President
for Finance



Congratulations to all of the site's
cookie contest winners including:

Corbin - Cindy Spinks
DCR - Tonya Smith
KCR - Deb Kurschner
Niles - Meaghan Mayo
Nobles - Mary Rogers
OCR - Liz Clark
Shine Down - Diana Gowdy
Shine Up - Alix Fabiny

*Congratulations to Cindy Spinks
at Corbin for winning Bravo's
cookie contest agency wide with
her snowman nutter-butter
cookie!*

Allegany Arc Holidays - 2012

- Sunday, January 1, 2012 - *New Year's Day Residential & Offsite*
- Monday, January 2, 2012 - *New Year's Day*
- Monday, May 28, 2012 - *Memorial Day*
- Wednesday, July 4, 2012 - *Independence Day*
- Monday, September 3, 2012 - *Labor Day*
- Thursday, November 22, 2012 - *Thanksgiving*
- Tuesday, December 25, 2012 - *Christmas*

Three floating holidays of your choice may be taken as full days after completing three months of employment. (Pro-rated for employees who leave the agency)

Sunday, April 8, 2012 - *Easter** Residential & Offsite*

** Non-exempt employees will be paid one and one-half times their straight time rate (time and one-half) for all hours, physically worked, on April 8th, Easter Sunday. (Ex. if you work 8 hours you will receive an additional 4 hours = total 12 hours for the day). Hours worked on Sunday April 8th, cannot be added in when calculating overtime.

Dates to Remember

Parents and Family Support Network Meeting
January 9, 2012

PWI Red Cross Blood Drive
January 13, 2012

Agency Board Meeting
January 25, 2012

Staff Recognition Dinner
February 4, 2012

Friends Foundation Meeting
February 6, 2012



Merry Christmas to all from the Hornell OGS/ DOT crew:

Chuck Ackerman, Supervisor
Hank Winans
Ralph Haxton
Sarah Bentley
Jered Billings
Ray Putman
Leon Brown
Robert Gaines
Jeff Harvey, Day Porter

Roberta Youmans Honored as Outstanding Performer

By Rebecca Decker, Community Relations Assistant

Allegheny Arc recently held a reception in honor of Roberta Youmans being named one of 2011's William B. Joslin Outstanding Performers. The William B. Joslin awards are handed out annually by the New York State Industries for the Disabled, Inc. (NYSID). Chris Koehler, Allegheny Arc's Senior Vice-President of Business and Marketing noted, "2011 marks the eighth year of NYSID's Joslin Awards Program. Roberta Youmans exemplifies the objective of the William B. Joslin Award with her determination to make a better life for herself and her family."

It has been a long road to success for Roberta Youmans. She was placed in special education classes in third grade and still recalls the name calling, bullying and labels she and her friends from the class endured. School was filled with frustration for Roberta as she faced monumental challenges with reading and writing skills. She remembers working on her studies as hard as she could, but learning never came easy. When Roberta received her General Education Diploma in 1979, she dreamed of a job to show all who doubted her that she could contribute in a workplace. But frustrated by her limitations, she was unsuccessful in securing employment.

Roberta married at age 25 and raised two sons, Donald and Edward. Her lack of vocational opportunities and her husband's poor health forced her to rely on public assistance to support the family. Roberta said that becoming a parent increased her motivation to be a better role model for her boys. She once again sought employment, but had trouble filling out job applications and even reading the employment

ads. It was a very frustrating time in her life. She felt trapped by the perceptions and stereotypes of her intellectual disabilities, yet her primary focus was parenting and trying to hold the family together.

In 2000, Roberta was referred to the Allegheny NYSARC's PWI vocational program by the local Department of Social Services job track program. At the age of 41, after years of social isolation and unemployment, she finally began earning the paycheck she had dreamed of as a teenager. For the first time in her life, Roberta felt a sense of control over her life, gaining a significantly improved self-concept and positive social relationships with a wide circle of friends.

Chris Koehler noted, "Roberta started as an assembler on the DNA Data Bank Collection Kits, proving to be reliable and highly focused on quality. She also worked on assembling DNA

Suspect Control Kits and TBTA boom gate covers. She is now involved with quality control on the kit contracts with the NYS Division of Criminal Justice, a critical PWI contract."

Roberta was humbled when told of her nomination for the William B. Joslin Outstanding Performer Awards Program.

Chris Koehler concluded, "Her struggle to overcome poverty, prejudice and limited access to the resources that most of us take for granted is compelling. The NYSID Preferred Source Program provides more than a paycheck; it offers dignity, increased self-confidence and the opportunity for Roberta and countless others to earn their own way. Roberta Youmans personifies the exceptional vocational and personal success that the Joslin Award recognizes."

Allegheny Arc wants to congratulate Roberta on this distinguished honor.



Roberta Youmans (right) stands with her son (left) after being named as a 2011 William B. Joslin Outstanding Performer at a reception recently held in her honor.

Merry Christmas and a very Happy New Year to you and yours!



“Thank you” to all of you who participated in Allegany Arc’s fundraising efforts throughout 2011. For those of you who peddled Cash Bonanza tickets, ran/walked in the MVP Marathon, purchased an Arc Angel, tee’d off in the Summer Scramble or guest poured at the Wine Extravaganza – Thank You.

You may not be aware of it, but you are making a difference in numerous people’s lives. And while you might not get the claim of those who are on the front lines, you are doing the agency’s mission and Allegany Arc would not be able to do nearly as much as it does without you.

Your work is making the world around us a much better place - keep it up. We need more people like you.

Happy Holidays,

Carrie Redman
Marketing Director

With almost 23 years as an Allegany Arc employee, I never would have guessed that I would be saying “goodbye.” A year ago I would have said, “I will either retire here or be a resident someday.”

As luck has it, opportunity knocks. I can’t help but reminisce about the staff that have come and gone and the individuals we serve that have come and gone. I will cherish the memories I was so blessed to have shared.

Allegany Arc has made me who I am today. It was my pleasure serving as an Arc employee. There will always be a special place in my heart for all the friends I have come to call family and the individuals I have had the pleasure to have worked with.

May your hearts always be filled with happiness, love, and laughter. Merry Christmas to all!

~ Nancy Kehl



*Our wishes for a Merry
Christmas and a
Happy New Year!*

Corinna, Diana, & Julie

In the spirit of the holidays, let us send this Christmas wish to each of our network users. May your microchips and processors provide you with terabytes of trouble-free computations. May the season fill your days with endless virus free streams of binary data, and video feeds of fresh snow falling to the ground on somewhere other than Western NY. Most of all, may the holidays bring you the warmth, joy, and a renewed fellowship among your family and friends. Have a Merry Christmas and a Happy New Year!

~ Your IT Department





Seasons Greetings Corbin staff and thank you for everything you have done this year. You are awesome! ~ Tracy and Midge



Wishing everyone a healthy and happy holiday season!
- Janelle Smith, Program Manager and the Northern Project Staff

Happy Holidays from KCR!

Merry Christmas to all and may you remember the true meaning of Christmas now and throughout the New Year ahead. ~ Janet Ellingson

May the simple joys bring you peace and comfort today and all through the holiday season! Merry Christmas and Happy New Year!
~ Rebecca Decker

Merry Christmas and Happy New Year. God Bless - Irv and Kathy Newton

Wishing everyone a very Blessed Christmas and 2012. - Rose Derrick, LPN

Warmest wishes this holiday season and thank you ACR staff for making this a great year. You are super! Tracy and Ron

Safety Corner



Winter Driving Tips

Winter Driving Tips

Driving in the winter is very different from driving at other times of the year. Protect yourself and your passengers. **Allow extra time to reach your destination during inclement weather.** Here are some tips we hope you will adopt:

- If your car needs regular service, get it done now. Nothing is a big deal in the summer, but a break down when it is minus jaw freezing outside, and that's a different story.
- Warm up your car, clear all snow, and ice from the entire vehicle. Visibility is crucial. Snow on the hood will blow on the windshield and snow on the roof will blow off on the rear window and the car behind you.
- When driving in the snow, do everything slowly and gently.
- Sunglasses help highlight changes in the terrain and road surface and decrease glare.
- On ice and snow, take it slow. **Drive for conditions** – slower speeds, slower acceleration, slower steering, and slower braking in winter conditions.
- Use your low beam **headlights**.
- Do not use cruise control.
- Four-wheel and all-wheel vehicles help you get going quicker, but it will not help you stop any faster!
- **Leave extra room** between your vehicle and the vehicle in front of you. Moreover, remember, the larger the vehicle, the longer the stopping distance.
- **Slow down** when approaching intersections, off ramps, bridges, or shady spots.
- If you find yourself behind a snowplow, remember that a snowplow driver has a limited field of vision. Stay back (15 car lengths or 200 ft. is the DOT recommendation) until you are sure it is safe to pass or until the plow pulls off the road.



Newsletter

December 2011



2012 Wellness Incentives



Dear Allegany Arc Employee,

The following is a list of activities that need to be completed in order to be eligible for the full \$300 Health Care Enhancement (HCE) check in December of 2012. Every completed activity will be tracked throughout the year by confidential file system at the Shine Building. Each completed activity will be worth \$75 or prorated for substitute staff (based on hours worked throughout the year) and staff hired after December 31st 2011.

Mandatory

1. Complete the Health Risk Assessment (has to be completed between January 1st and June 30th 2012).
2. Receive an annual physical (November 1st, 2011 - October 31st, 2012)
3. Complete one of the following:
 - a) Show proof of completing a 5K, 10K, ½ Marathon or Marathon.
 - b) Show proof of completing 15 hours of community service.
 - c) Show proof of completing a smoking cessation course.
 - d) Show proof from your doctor that you have had a 10% reduction in one of the following areas:
 - Weight
 - Cholesterol
 - Blood Pressure
4. Complete one of the following:
 - a) Show proof of having a cancer screening done.
 - b) Attend the annual Wellness Fair.
 - c) Show proof of having a membership to one of the following Weight Watchers, or any Fitness Center (ex. T-N-T gym, Curves, YMCA, etc.)
 - d) Show proof of purchase for a Zumba class punch card.

(Please note that one item from category 3 and 4 must be complete as well as the HRA and physical to qualify for the full \$300.)

All eligible employees must be currently employed by Allegany Arc in December of 2012 to receive this check. Please send all receipts to Diana Gowdy at the Shine building for tracking of completion. If you have any questions, please feel free to ask any member of the Allegany Arc Wellness Committee or contact Diana Gowdy at ext. 517.



Please be watching your Therap accounts for the 2012 Wellness Calendar. The calendar will feature all agency wellness events and contests that will take place throughout 2012.



A HEART-FELT HOLIDAY WISH
 FROM MSC TO ALL OF YOU.
 FOR A HEALTHY AND SAFE CHRISTMAS SEASON,
 AND WORRIES THAT ARE TINY AND FEW.
 WE WISH YOU ALL HAPPY MEMORIES
 WITH THOSE WHO YOU HOLD DEAR.
 AND THE CHANCE TO REACH OUT TO OTHERS
 WHO COULD USE SOME CHRISTMAS CHEER.

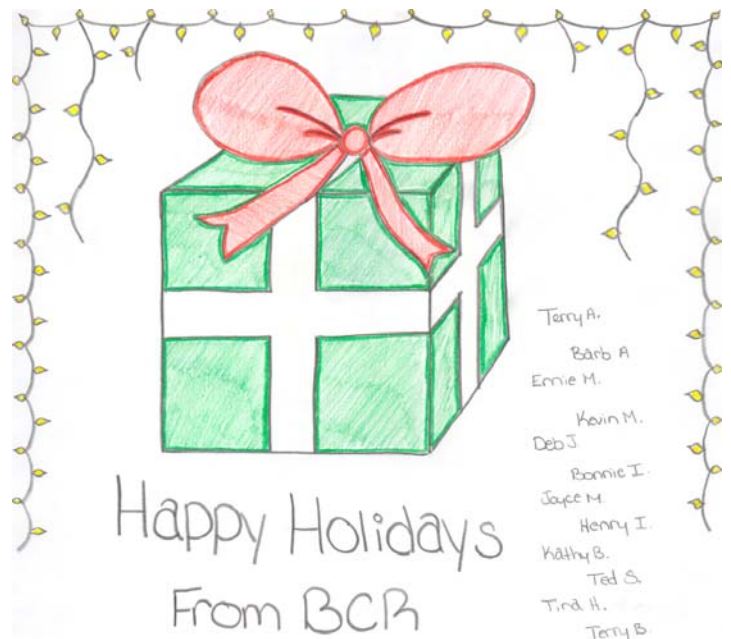


From all of us to all of you Merry Christmas
 and Happy New Year.



Arc Therapy Services:
 Ben, Erin, Michelle, Diann and Trey

Happy Holidays and a big
 thank you to Niles staff for
 all you do. You Rock!
 ~ Tracy and Kayla



The crew at the
 Redemption
 Center wants to wish
 everyone a very
 Merry Christmas
 and Happy New Year!



Have a joyful Christmas filled
 with love, happiness, family and
 friends! From Donita, Sherry,
 Bunny, Janine, Debbie, Lorraine
 and Fred



A very smelly Christmas
 By Dorothy Smith

One Christmas I got perfume from all my uncles and
 when they realized it they told me they weren't going to buy me
 perfume ever again. Needless to say I smelled good for many
 Christmases to come. Happy Holidays and Seasons Greetings to
 you and your family! - Dottie



Merry
 Christmas
 from the
 staff and consumers at BCR!

Editors

Julie Costello

(Shine Office)

Julie.Costello@AlleghenyArc.org

(585) 593-5700 Ext. 519

Human Resources Editor

Rebecca Decker

(Shine Office)

Rebecca.Decker@AlleghenyArc.org

(585) 593-5700 Ext. 581

Communicator Editor

Diana Gowdy

(Shine Office)

Diana.Gowdy@AlleghenyArc.org

(585) 593-5700 Ext. 523

Wellness Editor

Joanne LaForge

(Shine Office)

Joanne.LaForge@AlleghenyArc.org

(585) 593-5700 Ext. 570

Safety Editor

Melissa Vennard

(Shine Office)

Melissa.Vennard@AlleghenyArc.org

(585) 593-5700 Ext. 544

Quality Editor

Please direct questions regarding programs to the above employees and look for responses in future editions of the Communicator. Thanks!

Believe!

Allegheny Arc

Celebrating 50 Years 1961-2011



Mission Statement

Allegheny Arc is dedicated to providing the highest quality opportunities for people with special needs and their families.

Vision Statement

Allegheny Arc, with a Commitment to Excellence, will pursue a shared vision for each person that will inspire growth and success.

We would like to say a special thank you to everyone who helped make this another successful fundraising year! We could not do it without your hard work and support!

Friends of Allegheny Arc Board of Directors



*Mike McCormick, President
Mike Damiano, Secretary/Treasurer
Ralph Eastlack * Dan Martelle
Teresa McMahon * Anne Torrey*



*Merry Christmas and Happy New Year to everyone at Allegheny Arc!
Thank you for your hard work and dedication.*

The Allegheny Arc Board of Directors

- * Tom Talbett, President
- * Ed Wilson, Vice-President
- * James Stevens, Treasurer
- * Linda Clayson, Secretary
- * Amber Christensen
- * Daryl Bussard
- * Deb Thompson
- * Eric Wilson
- * Kevin Gildner
- * Ruthann McCarthy

