

BOARD REPORT



MAY/ JUNE 2025



MEANINGFUL DAY SERVICES

Training Topic Ideas: Handbook trainings continue monthly at each location.

Participants are interested in job club activities, cooking classes, and how working may impact their benefits. Participants and staff are interested in sign language classes.

Community Integration: The three locations are focused on continuing to increase community outings, engagement and integration opportunities.

Safety/Accessibility: The Maintenance and Safety Coordinator met with each location and had a safety meeting. Some of the topics discussed were using bug spray and sunscreen if you are outside for long periods of time, drinking lots of water when outside in the heat, and making sure chairs are pushed under the table. If the lights are out in the building report them to the Program Manager and/or Vincent.

Core Value this Month: Confident

- **The Spring Picnic will be on June 25th at the OE Alamance location. We are in the planning stages now, with more details to be released soon.**





Pre-ETS

Standardization- Work within the transitional (TRN2024) contract has concluded with the wrapping up of Milestone 2 and the close of the school year. As approval for work on standardized milestones was obtained on May 1, a few coaches were able to were able to tack on some work within the new contract after finishing Milestone 2. All have their sights set on diving into the new milestones this summer and at the start of the upcoming school year.

School Updates

-We have are still awaiting a signed MOU from Alamance, Orange and Durham county school systems, but expect to receive this soon.
-Chatham County Schools, Voyager and Clover Garden confirmed Evergreen MOU.

Summer opportunities

- Students are beginning their summer internships (30 or 6 hours) at such worksites as Lowe's Foods, the Chatham YMCA, Knott's Funeral Home and the Graham Library
- Summer Camps have started and, as part of the fun at the Voyager one this past week, students volunteered for Meals on Wheels and later received a special "inner workings" tour of Wegmans conducted by several of the store managers.
- Chatham, Alamance and Orange Summer Camps on the horizon.
- 2024-25 Program Review slated for July 8

Project SEARCH

-All Project SEARCH Sites are finishing up Internship Rotation 2 at the end of February and will begin Internship Rotation 3 in March.

Orange County

-Had a successful parent interest meeting for 2025-2026 cohort
-Completed Assessment day for 2025-2026 cohort on Friday, Feb 7

Durham County

-Assessment day and interviews for the 25/26 cohort are at the end of February. There are 9 applicants.

Alamance County

-School visits continued through the beginning of this month- students from the high schools were able to visit ARMC to see the classroom, campus, and current interns work
-Had successful parent interest sessions for 25/26 cohort
-14 applicants- will likely accept 8-10 interns

2023-2024 graduate updates:

-The 7 graduates who gained employment, have maintained employment. Lyn, the community team, and the retention team are working on moving these individuals to Long Term Vocational Support.





OE Community Department has been hard at work trying to rebuild. The Community Vocational Services Manager and HR Dept conducted interviews to fill in the vacancies we had with two important positions. We have been able to hire two wonderful candidates who will be great additions to the department's longevity. Lisa Mays has been hired as the Administrative Case Support Specialist. Kalisa King has been hired as our new Employment Specialist for Orange/Durham County. With the department fully staffed we look to continue to provide quality service and increase the individuals served with dynamic systems and processes in place. The Community Department Employment Specialists are participating in monthly trainings and forums to discuss practices that will help us serve our clients in excellence. The strong efforts and work ethics of the clients allowed us to "stabilize" 5 clients for working independently in a Competitive/Community Integrated Employment, which is our record to date this year! The Community Department is heading into the summer dedicated to exemplary service provisions.



**OUR NEW STAFF &
PRE-
ETS/TRANSITION
CLIENTS!**



The current close rate, counting pending and hired, is at 81%. We had 2 leadership roles open and closed with 3 weeks. We have SCD roles open due to a recent death, retirement, and two resignations. We have 3 roles in the pipeline and the potential to close by the end of the month. We have begun the heavy lifting for the new HRIS system and are in the implementation stages. Each area of HR, as well as payroll, recruitment, onboarding and offboarding, benefits, performance, and administrative processes, will run through one system. Reporting will be consistent and automated.

May and June yield close for HR employee facing of the UKG system. Companywide training has begun and with a few tech issues with less than 15 employees, we can count as success. We will continue dual punching and begin parallel payroll to guarantee a smooth transition from one payroll system to the new UKG platform. Sub modules will begin in a few weeks as well as Benefits have begun being built. March transition to the new ratio has gone well and we have had success with PRN for that location and Hillsborough will have part-time PRN that will allow for all FTE DSP to bill accordingly.

Human Resource Upcoming Projects:

19 Audits – will be recommissioned due to current US immigration efforts. Our goal is to protect OE from any potential fines or legal fallout.

Phase 2- to begin July 1 2025 will rerun all current employees through E-Verify

SOP creation – this process has begun but is an ongoing project to date

Learning and Development – Relias has been identified as OE training platform and will be a single sign on option within UKG

FLSA Audit- Phase 1 completed and Phase 2 completed – Annual audit to run Q2 2025

HRIS Implementation – Currently working through

Update: Go live July 20, 2025 full system access August 15, 2025 except benefits which will be running but roll out to the organization during open enrollment Benefits- Qtr 2 broker meeting and discussion Benefit Compliance issues

Update: Few compliance concerns and have determined and address and safe guards put into place. Policy – Audit, Review and changing policies to align with any upcoming laws and regulations, OE vision for the betterment of our employees.

Update: Bereavement, Phone and PTO, LMS and overview of handbook has begun this is an ongoing project with a potential close by end of 2025.



Met with Bill Rollinson and the intern from UNC Kenan-Flagler school of business last week to start working out the business plan for 3PL. The intern will work on market research and marketing strategies, as well as pricing suggestions.

Started interviews for the Production supervisor position.

Provided a quote for storage customer. Quote not accepted due to price.

Provided quote to Armacell in Mebane on 6/12 for sorting byproduct pieces from the manufacturing process that they would reuse. No update on acceptance of the quote.

Diana and I met with a potential Order Fulfillment customer on 6/11 that makes four different mixtures of salsa Verde. She has pulled back from retail sales in grocery stores because she was only making one dollar per bottle and wants to sell online. She currently sells through the Durham farmer's market. She has been in business for 10 years.

Working on adding additional custodial cleaning services to the Orange County Asset Management building on Revere Road.



Strategic Development

Grant/Funding Applications:

Good news: OE has been awarded 7 grants out of 13 responses from grantors! To date, OE has received just over \$60,000 in grant funding since January 2025.

Funding applications were made to Orange County and Randolph County governments, and OE is awaiting the final response on awards.

Development/Special Projects:

- Randolph County has a successful Mother's Day plant sale.
- Kitchen installation at Asheboro is underway!
- Garden Space at Hillsborough has started. Planting should begin in about 2 weeks.
- Continuing the pace of applying for 1-2 grants a month, at a minimum. This pace is continuing.
- Presentations to the Board of Commissioners of Randolph County. Presented to the Orange County funding application committee.