

Executive Director's Message 2021

“As time goes by

This will be my last Executive Director's message as I will retire at the end of 2021. It has been an honor and privilege to be part of the team guiding Helping Hands for the past three decades.

It has been a challenging and stressful two years of pandemic health concerns impacting all our lives. As an agency we continue to respond to the changing conditions and protocols, keeping our staff and clients safe and healthy. I am proud of the extraordinary effort put forth by our staff and know they will continue to be up to task.

As I prepare to drop the microphone...there are a number of acknowledgements I need to make. If I miss anyone, I apologize.

First my thanks and gratitude to the many Board members I have worked with over the years, with a special note to Bob Sprague and the late Ed Slatcher for their guidance, support, and friendship. To my Administrative team, Wendy, Connie, Jaimee and Pam, you have put up with me for many years, and I cannot express my deepest thanks and affection for your support and camaraderie. An added note to Connie for her patience and skill in navigating the demands of our state/federal/county entities, staff clients and most assuredly Executive Director.

To my direct line management staff, I salute you for your compassion and commitment to provide the absolute best care possible for our clients. You are the backbone of the agency, and your contributions are unmatched in our success. A special thanks to Amy for her calming and balanced approach to work/life and her moral guidance in addressing conflicts and agency concerns.

To the Helping Hands family and clients, I wish you good health and enjoyment in life. I hope under my tenure we have served you well.

Finally..... Laura McGinty. As I make my exit, I leave the agency in your most capable hands. It is no exaggeration to say that you have grown up with Helping Hands, Inc. You have touched every program and have endeared yourself to so many clients and families. I expect under your leadership Helping Hands will prosper and continue its reputation for quality, compassionate, and creative programs for those we serve.

Bruce McWaters

Annual Report – Laura McGinty/CEO Elect

The 2020-2021 year has shown how much Helping Hands, Inc. has ebbed and flowed. We have tirelessly continued to stay on top of the Covid 19 pandemic and maintain safety within all programs. The day program closed for a period of time, then opened in increments and is slowly continuing to return to full capacity. Staff and the janitor are cleaning the building hourly and providing screening questions to all staff and individuals upon arrival. All staff continue to wear masks regardless of vaccination status. Programmatic activities are developed to be six feet from other individuals. Outings and activities are based on the weekly PCR rates. We have just revisited our PCR rate protocols going forward since over 75% of the individuals/staff in the agency are now vaccinated, allowing indoor outings through 10% PCR, family visits up until 12% PCR and the day program full opening through 15% PCR.

The residential program had its first individual positive case of Covid-19. Covid protocols were put into place involving isolation, PPEs, additional cleaning, etc., which resulted in no other staff or roommates testing positive. Kudos to Hanover Square through this process. We have had a few positive staff cases of Covid-19 in both programs, but in doing contact tracing, they are unrelated.

The largest hurdle as the year passed became the significant staffing crisis. The one dollar Covid Hazard Pay became official over the summer, raising most salaries to at least \$15.00 per hour. Over the last few months, we have worked diligently and creatively to address this ongoing crisis. The staff shortage crisis changes take effect December 13, 2021. Existing staff are pleasantly surprised with the ongoing support offered by Helping Hands, Inc. The job postings for new staff have brought forty applicants and about fifteen who followed through with the interviews. Thus far, we have seven new staff currently going through the hiring process. We are awaiting follow-up from ODP regarding the American Rescue Plan Act geared to address recruitment, retention, and Covid-19 related staff expenses.

2021 also brought a significant amount of transition to Helping Hands, Inc. The announcement of Bruce's retirement and my selection to assume his role was determined in May. I hired Briana Seefeldt as Residential Program Specialist/Admin in August. Melissa Godshall resigned as program specialist for day program in July. We promoted Sarah Heath to this position, opening the Aging room leader position, which resulted in the hiring of Betsy Bean. Craig Hartman resigned as the Day Program Director in August and Victor Blasucci was hired to fill this role in September. In addition, Kristi Heydt was promoted to Assistant Day Program Director.

A breakfast meeting will be held with Victor/Kristi to overview the overall transition, which chaotic, has brought many positives to the programs. Bruce's last day is scheduled for January 7, 2022 before his retirement. We will continue to monitor the weekly PCR rates to make a final determination regarding the retirement open house for Bruce on January 3, 2022.

All three programs will be distributing the 2021 Staff/Client of the Year Award in the upcoming year weeks, each receiving certificates. Staff will receive \$50.00 Visa gift cards and clients will receive \$50.00 cash.

The summer camp/shore program ran at 50% with all staff and individuals being vaccinated. We continue to provide shore weekends for small groups over the winter months as the NJ PCR rates continue to be much lower. I anticipate monthly weekends come springtime 2022 as well.

We will continue to navigate these trying times in hopes to move forward into a better 2022. I wish everyone a joyous holiday season and Happy New Year!

State of the Agency Narrative as of 06/30/2021 – Tracy Wagner – Board Treasurer

Helping Hands was in excellent fiscal condition as of 06/30/2021 with over \$2.3 million in cash. The agency's total assets increased by \$321,645.00 during the 12 months between June 30, 2020 and June 30, 2021. Additionally, current assets divided by current liabilities as of 06/30/2021 amounted to 8.66 percent. This means that for every dollar of Helping Hands' current liabilities, the agency had \$8.66 in liquid assets to cover those obligations. This ratio is amazing. It is the direct result of the PPP loan proceeds the agency received from the Federal government this fiscal year and Bruce and Connie's stringent fiscal discipline over the past several years, which has resulted in the build-up of a very healthy cash reserve.

Per the income statement as of 06/30/2021, the agency's actual year to date (YTD) revenue (\$4,295,919) exceeded YTD expenses (\$4,074,281) by \$221,638. This is excellent news in light of the fact that the agency's day program ran at a limited capacity for several months during the fiscal year as a direct result of the Covid-19 pandemic.

HELPING HANDS, INC.

STATEMENTS OF FINANCIAL POSITION

	June 30	
ASSETS	2021	2020
CURRENT ASSETS		
Cash	\$ 2,382,616	\$ 1,921,011
Restricted cash - custodial accounts	31,743	21,030
Accounts receivable, net	173,793	196,154
United Way receivable	2,250	5,500
Prepaid expenses	41,802	28,167
TOTAL CURRENT ASSETS	2,632,204	2,171,862
INVESTMENT IN INSURANCE TRUST	125,007	132,494
PROPERTY AND EQUIPMENT		
Buildings and improvements	2,520,153	2,510,495
Office equipment	217,885	219,860
Furniture	67,898	69,685
Program equipment	39,462	40,181
Transportation equipment	463,826	463,826
	3,309,224	3,304,047
Less: accumulated depreciation	(1,941,957)	(1,805,570)
NET PROPERTY AND EQUIPMENT	1,367,267	1,498,477
TOTAL ASSETS	\$ 4,124,478	\$ 3,802,833

See accompanying notes.

	June 30	
	2021	2020
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	\$ 33,224	\$ 20,841
Accrued salaries, and taxes	201,749	140,007
Deferred revenue	17,127	5,357
Custodian accounts - residential program	31,743	21,030
Other current liabilities	<u>20,401</u>	<u>13,266</u>
TOTAL CURRENT LIABILITIES	304,244	200,501
UNEMPLOYMENT CLAIM ESCROW RESERVE	<u>66,774</u>	<u>67,260</u>
TOTAL LIABILITIES	371,018	267,761
NET ASSETS		
Without donor restrictions:		
Operations	2,311,340	1,956,170
Property and equipment	1,367,267	1,498,477
Board-designated	72,603	74,925
Total without donor restrictions	<u>3,751,210</u>	<u>3,529,572</u>
With donor restrictions	<u>2,250</u>	<u>5,500</u>
TOTAL NET ASSETS	<u>3,753,460</u>	<u>3,535,072</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 4,124,478</u></u>	<u><u>\$ 3,802,833</u></u>

HELPING HANDS, INC.

STATEMENTS OF ACTIVITIES

	Year Ended June 30, 2021			Year Ended June 30, 2020		
	Without	With	Totals	Without	With	Totals
	Donor Restrictions	Donor Restrictions		Donor Restrictions	Donor Restrictions	
PUBLIC SUPPORT AND REVENUES						
Mental health/intellectual and developmental disabilities revenues	\$ 504,002	\$ -	\$ 504,002	\$ 870,128	\$ -	\$ 870,128
Residential revenues	2,780,184	-	2,780,184	2,653,822	-	2,653,822
Job procurement	43,418	-	43,418	23,792	-	23,792
Private service fees	103,163	-	103,163	105,406	-	105,406
Camp fees	10,650	-	10,650	108,596	-	108,596
Retainer payments	98,572	-	98,572	383,095	-	383,095
Provider relief funds	81,239	-	81,239	-	-	-
United Way allocation	789	2,250	3,039	5,630	5,500	11,130
Contributions	27,968	-	27,968	20,984	-	20,984
Paycheck Protection Program contribution	631,735	-	631,735	-	-	-
Gratuitous services	-	-	-	7,548	-	7,548
Fundraising revenue	9,961	-	9,961	16,675	-	16,675
Interest	5,668	-	5,668	15,528	-	15,528
Net investment activity, unemployment trust	(7,001)	-	(7,001)	(361)	-	(361)
Other income	71	-	71	15,034	-	15,034
Restrictions satisfied	5,500	(5,500)	-	5,500	(5,500)	-
TOTAL PUBLIC SUPPORT AND REVENUES	4,295,919	(3,250)	4,292,669	4,231,377	-	4,231,377
EXPENSES						
Program services:						
Camp	71,422	-	71,422	119,792	-	119,792
Socialization and recreation	20,385	-	20,385	70,424	-	70,424
Residential	2,552,383	-	2,552,383	2,339,419	-	2,339,419
Training and industrial enterprises	1,140,944	-	1,140,944	1,138,830	-	1,138,830
Total program services	3,785,134	-	3,785,134	3,668,465	-	3,668,465
Supporting services:						
General and administrative	281,607	-	281,607	260,817	-	260,817
Fundraising	7,540	-	7,540	1,371	-	1,371
Total supporting services	289,147	-	289,147	262,188	-	262,188
TOTAL EXPENSES	4,074,281	-	4,074,281	3,930,653	-	3,930,653
CHANGE IN NET ASSETS	221,638	(3,250)	218,388	300,724	-	300,724
NET ASSETS AT BEGINNING OF YEAR	3,529,572	5,500	3,535,072	3,228,848	5,500	3,234,348
NET ASSETS AT END OF YEAR	\$ 3,751,210	\$ 2,250	\$ 3,753,460	\$ 3,529,572	\$ 5,500	\$ 3,535,072

See accompany notes.

President's Message – Jeff Maier

As another year slips by, the Helping Hands, Inc. organization continues to be strong. As a Board member, I can tell you that I am proud of my fellow Board members for being there and bringing a lot to the organization.

Under these times, our management team has stepped up and continues to work very hard.

Our employees are the keystone of our operations and their dedication under these unusual times has been as good as it gets.

Our residents continue to hang in there. They certainly have true character. We must remember the people we've lost over this year. Our prayers are with them.

With that being said, I want to wish everyone a Merry Christmas, Happy Hanukkah and Happy New Year.

Yours truly,

Jeff Maier

2021 Staff/Client of the Year Awards

Residential Staff of the Year

Tiffany Gottshall
Brenda Tharp
Kim Wampole
Tara Hoffman
Tammy Schlichter
George Lewis

Residential Supervisory Staff of the Year

Holly Miller
Becky Davidson

Day Program Supervisory Staff of the Year

Audra Paul
Kristi Heydt
Cindy Mefferd
Sarah Heath

Day Program Staff of the Year

Faihe Jackson-Shabazz
Elizabeth Pulinka
Christine Schmidt
Nancy Benjamin
Rachael Matteson
Amanda Hill

Vendor of the Year

Amen Staffing Agency

Kyle Shoemaker Award

Shawna Smith
Tim Mefferd

Day Program Clients of the Year

Donna Magee
Ruth Lee
Richard Schenck
Rusty Pires
Ryan Stott
Michael Carl

Camp Program Clients of the Year

James Pennington
Gail Maier

2021 Staff/Client of the Year Awards cont'd

Residential Clients of the Year

Tacha O'Neill
David Weidemoyer

Camp Staff of the Year

Desmond Burgess
Erin Nicholas

Michael Magee Award

Carmon Wissert

Years of Service – December 2021

33 Years

Cindy Mefferd Tim Mefferd

32 Years

Bruce McWaters Laura McGinty

26 Years

Connie Panepinto

24 Years

Amy Fritts

23 Years

Connie Treshock

22 Years

Bob Byers Tammy Klingler
Wendy Miller

20 Years

Lisa Brown Kristi Heydt

18 Years

Pam Hoffman

17 Years

Mary “Libby” Saylor

16 Years

Brian Bechtel

15 Years

Frank Chesney Anne Horn

14 Years

Jaimee Scott

123 Years

Tracy Harner Holly Miller
Kiley Schaller

12 Years

Rebecca Davidson

9 Years

Elizabeth Pulinka Theresa Tryon

8 Years

Tara Hoffman Shawna Smith

7 Years

Tiffany Gottshall Audra Paul
Sarah Heath
Carmon Wissert

6 Years

Nora Filewicz Rachael Matteson

5 Years

George “Chip” Lewis Samantha McGuckin
Jessica Schell Alanda Sponenberg