

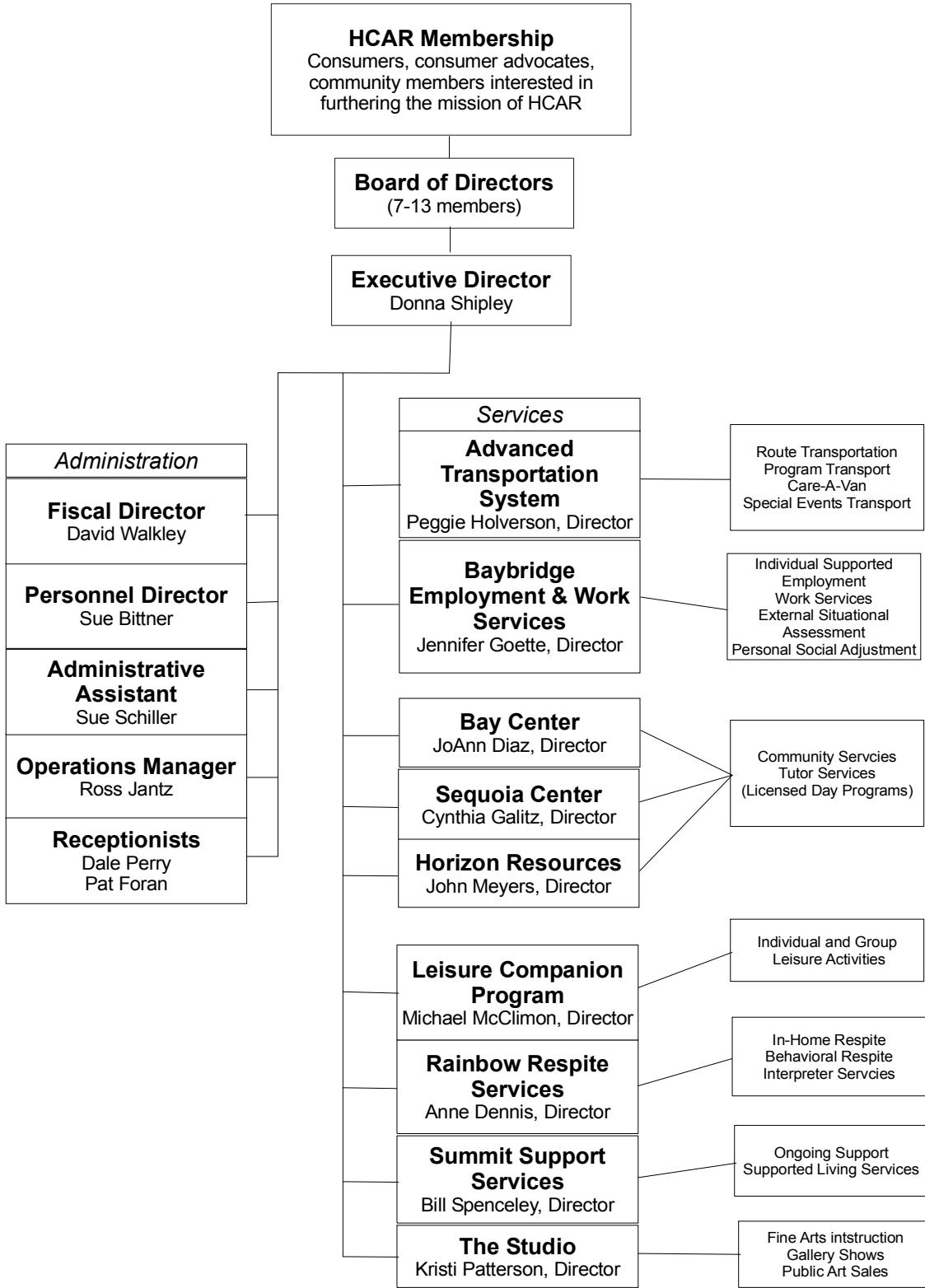


Humboldt Community Access & Resource Center

2002 Annual Outcome Measurement Report

Humboldt Community Access & Resource Center

Organizational Chart



Executive Director's Message - Donna Shipley, Executive Director

Each year, the agency's annual report presents a summary of highlights and accomplishments, plans for the coming year and reports on our efforts to continuously improve HCAR's services.

Each year, we have been able to point to significant changes and improvements to our ability to do the job we have taken on. Offering online competency-based training, opening smaller localized day program sites; taking advantage of low-cost/no-cost publicity options, improving the competitiveness of our consumer contract work activities, developing new curricula and many other efforts have been taken on by some of the most dedicated professionals in the State - HCAR's staff!

Each year, though, it becomes more difficult to continue to maintain a positive, hopeful outlook for the future. None of the changes or improvement to HCAR's services, or those of any other service provider in the State, are being reimbursed. ALL rates for ALL services continue to be frozen as people with disabilities and the people who provide services to them are forced to pay for a fiscal crisis they did not create and cannot afford. No other group has sustained such massive cuts and restrictions over such a prolonged period of time. Many of the services provided by HCAR have been working under essentially frozen rates for the last fifteen years. The state still does not have a workable rate-setting method, even though it set itself a one year goal for this task - three years ago!

And each year the agency asks for your help in making our vision for the future of HCAR services a reality by becoming a member, joining the Board of Directors, making a donation, becoming a volunteer or letting your legislators know how you feel about important issues. The difference this year is that without your help, the future of HCAR (and every other service in the State) is in grave jeopardy.

This year, we ask you make it your personal mission to make a difference for people with disabilities. Speak out, demand accountability from your legislators and stay informed.

Thank you,

Executive Director



"Sun" by Linda Turley

**"I never got tired of the blue sky."
~Van Gogh**

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American Indian Art & Gift Shop	Gold Coast Productions	Pierson's Building Center
Ami Tehrani	Ground Floor Tatooing	Pro Sport Center
Amulet Manufacturing Company	Humboldt Cleaning Services	Redwood Harley-Davidson
Antiques and Goodies	Humboldt County Fog Dogs	Redwood Restaurants
Arcata Kiwanis Club	Humboldt State University Book Store	Relaxation Station (Kitty Lyons)
Beau Pre Golf Course	International Tatoo Garden	Resale Lumber
Bob Graham	J & W Liquors (Jim Grinsell)	Richard Miller Motorcycles
Bon Boniere	Janice Trask	Round Table Pizza Eureka
Brandi Fohrmann	Julie Spaulding	Scott Snedeker
Carl Johnson Company	Katherine Perry	Shafer's Ace Hardware
Charles Lindgren	Kathy Schmidt	Sherrill Fitzsimons, Computer Lady
Costco	Ken's Auto Parts	Steve Eckenrode
Davidson Bros. Lock & Safe	Laverne Costa	Steven Allen
Desserts on Us	Lee McLearn, Outboard Center	Studio B
Diane Baxter	Linda Disiere, Willis & Disiere Realtors	Teresa Kimari
Drakes Glen Creations	Loleta Cheese Factory	The Liquor Still
E & O Bowl	Manuel Dutra	The Mill Yard
Ethel Hopkins	Margie Omstead	The Sports World
Eureka Automotive	Mazzotti's Italian Restaurant	Tour of the Unknown Coast
Eureka Golf Course	Melissa Copeland	Two Street Music
Eureka Health Spa	Michelle Dias	Walter Hubensack
Eureka Motor Sports	Mollie Miles	Warren White Insurance
Eutopia Day Spa, Debbie Lasko	Ms. Sousa	Wellsco, Scott Dunlap
Eve Stockwell	Natural Selection	William Dammed
Ferndale Repertory Theatre	Nora Dalton	Offing Imports
	Outboard Center, Lee	

Our mission:

Connecting people who have disabilities with the community by providing opportunities for learning, living, and employment.

Bay Center - JoAnn Diaz, Director

Program Highlights/Achievements:

- October 2002:** On 11/7, we had Channel 3 here taping an interview with Donna Shipley, our Executive Director, as well as some staff and consumers, for the United Way fundraiser.
- November 2002:** The consumers made crazy-quilt potholders to sell during the Christmas season.
- December 2002:** We had our Christmas party on 12/20, with pizza and a gift exchange. We also had a movie in Room 1, Christmas card making in Room 2, and in Room 3, Michael McClimon led everyone in Christmas carols. A grand time was had by all.
- January 2003:** On 1/27, the Arcata site (Horizon Resources) opened and 12 people from Bay Center moved to Horizon. Because of the change, we now have three base rooms instead of four.
- February 2003:** Bay Center now has a new sign for the front of the building, thanks to Donna Shipley and the Consumer Advisory Committee; the sign looks wonderful.
Bay Center's web page is up.
- March 2003:** A consumer passed away on 3/3. we had a special memorial service for him on 3/7.
- April 2003:** On April 26th, some of us from the Bay Center went to see the Budweiser Clydesdale horses at Redwood Acres.
- May 2003:** On May 14th, we went to Blue Lake to see the Dell'Arte Players perform a show.
The Consumer Advisory Committee sent care packages to some of our soldiers in Iraq.
- June 2003:** We went to the Redwood Acres Fair.
- July 2003:** On 7/18, Assemblymember Patty Berg visited the Bay Center.
- August 2003:** At the Humboldt County Fair, everyone who entered artwork won a blue ribbon.
- September 2003:** On 9/16, all our Tri-City workers became independent contractors with Tri-City Weekly.

Sequoia Center - Cynthia V. Galitz, Director

Program Highlights/Achievements:

- October 2002:** Sherry Rowe attended Supported Life Conference. Consumers and staff had a Halloween Party with a costume contest. A staff member donated music tapes to our curriculum.
- November 2002:** Cynthia Galitz attended two Redwood Coast Regional Center Workshops about consumer ISPs. Services Coordinator and Adult Education cooked a Thanksgiving luncheon for the staff and consumers. Everybody enjoyed the event and hope to continue the “tradition” every year.
- December 2002:** Redwood Coast Regional Center provided a behavior clinic for a consumer. We had our Christmas party on 12/24, with pizza and a gift exchange. We did a variety of holiday projects with the consumers. On New Year’s Eve, we celebrated the coming of the year with a sparkling apple cider toast.
- January 2003:** Some Sequoia staff and John Meyer moved over to the new Horizon Resources Site. Services Director, Cynthia Galitz assumed the Site Director position.
- February 2003:** Consumers had a memorial for consumer who had passed away. The consumers gave the parent a rose bush for her flowerbed. Consumers also baked cookies for the “Hearts on Fire” HCAR dance. A care provider brought in a birthday cake for the entire site. Staff received training in proper Hoyer Lift procedures and Prader-Willi syndrome. Support Staff and van drivers received training in loading/unloading/securing wheelchairs. Site Director attended Regional Center’s workshops on behavioral supports and analysis. Sherry Rowe assumed Services Coordinator position and Pam Giovanneti began training as Division Coordinator.
- March 2003:** With the closure of Redwoods United, we were busy with tours and trying to find slots for consumers in our program. Staff received training on how to work with consumers who use a wheelchair. Support staff attended an Olmstead workshop.
- April 2003:** We received several donations: Computers, George Foreman Grill, and fax machine. The Site’s overall appearance improved with a new sign, expanded patio area (donated by Kurt Kramer). The Regional Center’s Behavior Analyst, Siri Ming provided training to staff about motivation, reinforcements, and suggestions for dealing with specific behaviors. Sherry Rowe attended Redwood Coast Regional Center’s Individual Service Plan training. Staff received recognition for assistance during an emergency on Humboldt Transit Authority.

- May 2003:** Consumers attended a Del'Arte performance in Blue Lake. Consumers also did a tie-dye activity and a magician presented a show at the site. Support Staff attended the regional center's Motivation and Reinforcers workshop. Staff volunteered at both the Tour of the Unknown Coast and Kinetic Sculpture Race.
- June 2003:** Consumers attended Redwood Acres Fair for the day. Staff attended HCAR's first workshop about Community Access with Mark Starford and Health Awareness at Humboldt Area Foundation and worked on our curriculum.
- July 2003:** The Regional Center Wellness Nurse, Sarah Haines instructed staff about the proper emergency procedures when using an Epi-Pen for a consumer who is allergic to bee stings. Staff also began Competency-based Training via the HCAR web-site. Support Staff attended HCAR's Special Incident Report training on the database. For HCAR's 4th of July Dance, the consumers provided decorations. Consumers enjoyed a picnic at Camp Bauer and the opportunity to visit friends from the other sites.
- August 2003:** Consumers attended the Humboldt County Fair and the HCAR's Annual Camp Bauer Barbeque. Sarah Haines instructed staff about the proper procedures when dealing with Staph infections and MRSA. Site Director began enrollment procedures for consumers wanting to attend College of the Redwood's Adaptive Physical Education.
- September 2003:** Several consumers began attending College of the Redwoods while other consumers explored CR facilities. Consumers attended the last gathering at Camp Bauer for the year. Consumers became independent contractors with Tri-City Weekly. Staff received training about Prader-Willi and diabetes from Janet Foes of the Redwood Coast Regional Center. A therapist provided mini-training about different communication methods. Staff collaborated about how to reduce our expenses. The site received a Federal Audit Review from Department of Health Services and felt very confident about our review. The Auditors were pleased with our records and professionalism.

Horizon Resources - John Meyers, Director

Program Highlights

Horizon Resources opened to consumers on January 27, 2003. The facility was created to provide services to consumers living in the greater Arcata/McKinleyville area. Consumers in this service area have been bussed to Eureka for skills training in the past, however, this site will allow people to learn the services available to them *in their own communities*.

Horizon Resources opened with 13 consumers attending. Over the past 9 months, enrollment has grown to 26 consumers. We are licensed by Community Care Licensing for 45 people. This facility provides skills training in the areas of community resource, daily living skills, leisure activities, and vocational training.

Consumers have enjoyed a variety of activities this year, including:

- Peer picnics in July, August, and September
- Attend Humboldt County Fair in August
- Consumer initiated tour of Muddy Waters coffee roasting business
- Attending an art class at Humboldt State University
- Attending local Farmer's Markets (including mask making at one market)
- Attending Car Free Day at Humboldt State
- Attending public homecoming parades for Arcata and McKinleyville high schools
- Viewing the Budweiser Clydesdales during Pony Express Days in McKinleyville

As you can see, most of these activities were community inclusive. These activities were also in addition to regular daily training activities done in a wide variety of local community locations.

HCAR held its annual membership meeting at Horizon Resources this year. This gave us an opportunity to hold an open house with the help of the Arcata Chamber of Commerce. The event was well publicized and well attended.

Staff participated in a variety of trainings throughout the year including:

- Consumer care/supervision
- Prescribed medications
- Recognition of early signs of illness
- Availability of community resources and services
- Universal health precautions
- Blood borne pathogens
- Preventing back injury/safe lifting techniques
- Professional Assault Response Training

Perhaps one of the most exciting developments for staff this year was the creation of the “Specific Natural Activity Program” (SNAP) Curriculum. This curriculum is written specifically to assist staff with training sessions for adults. The curriculum covers a wide range of topics in the Vocational, Community Resource, Daily Living Skills, and Leisure domains.

Horizon Resources’ biggest challenge for the coming year will be raising enrollment to make the center financially viable. It had been our belief that with the closure of Redwoods United, Inc., our enrollment would rise dramatically. The anticipated referrals did not happen. We continue to keep the Redwood Coast Regional Center informed as to the status of our enrollment and availability of room for more people in our program.

Baybridge Employment and Work Services - Jennifer Goette, Director

Highlights & Achievements:

The year 2003 was a time of transition for Baybridge Employment & Work Services. Major changes in staff, program development and consumer services occurred; many of these changes have helped to improve the efficiency, effectiveness, professionalism and customer service of the program.

During the course of the year, services expanded to serve a total of approximately 35 additional consumers each month. The number of consumers in Work Services rose from 28 to 35, filling the program to capacity. Employment Services expanded between January and September to provide an additional 140 hours of job coaching per month.

Program development has occurred at many levels. Productivity in Baybridge Work Services changed from a low of 37% in February to an average of 57% productivity for the next seven months. Additional training for staff and a focus on person-centered planning has led to improved service delivery. A new Job Coach was hired in 2003, and the Job Coaching Coordinator position was created to supervise the Job Coaching team. A recent highlight of supported employment has been the hiring of a new Job Developer in August and the dramatic increase in job placements to three placements in the month of September. Other changes that have positively impacted program development for Baybridge Employment & Work Services include: regularly scheduled staff meetings, regularly scheduled consumer meetings, supervisor’s meetings and increased in-service training for staff.

Despite the change of Program Director in January and the hiring of new staff throughout the year, program activities were stabilized by the longevity of many key staff positions. The Employment Services Coordinator, Rehabilitation Counselor and Job Coach Coordinator have worked for Baybridge/HCAR for an average of more than 10 years. In addition, three staff providing job coaching and one Work Trainer have been employed with Baybridge for more than 5 years. The committed and dedicated staff has provided consistency during a year of transition.

In general, the changes in 2003 have helped Baybridge to build on a foundation of quality services. Efficiency, effectiveness, customer satisfaction and individual progress have been at the forefront of program activities. In addition to improving the quality of services, activities throughout the year have helped to prepare the program for a survey by the Commission on Accreditation of Rehabilitation Facilities (C.A.R.F.) in December 2003.

Rainbow Respite Services - Anne J. Dennis, Director

Program Highlights/Achievements:

- October 2002:** The Respite Director and assistant prepared the Respite Annual Report. Three new prospective workers were interviewed. Five consumer home visits were completed. Applicants for Respite Program Assistant job share were interviewed. Maureen Bell was hired.
- November 2002:** Five new prospective workers were interviewed. Four consumer home visits were completed.
- December 2002:** Four new prospective workers were interviewed. Nine home visits were completed. New hire training was conducted at the Adorni Center on December 12.
- January 2003:** Three new prospective workers were interviewed. Nine home visits were completed. Preparations for the Spring 2003 workshop began. The 2nd Quarter Progress and Utilization Report was completed and submitted on January 27.
- February 2003:** Preparations for the Spring 2003 workshop continued. Six home visits were completed. Five new workers were hired. The Respite Quarterly Newsletter was mailed February 13.
- March 2003:** The Annual Satisfaction Survey was mailed the end of March. Four new workers were interviewed. Five home visits were completed. The Respite Director attended a Childhood Trauma Intervention workshop in Redding on March 18. Planning and organizing for the Spring 2001 Workshop continued through March. New hire training for respite workers was held at the Adorni Center on March 13. Respite Program Assistant began learning HCAR's new automated telephone time tracking system and revised the Respite Coupon System to coincide with consumer job numbers.

- April 2003:** The Spring Training workshop was held in Eureka on April 3rd and 4th. Seven new worker interviews were completed. Eight home visits were conducted. Instructions for using the automated time tracking system were mailed to 40 employees. The Respite Director attended an ADA workshop at Adorni Center on April 30 and the AmeriCorp Job Fair at the Manilla Community Center.
- May 2003:** Thirteen Respite worker interviews were completed. Eight home visits were conducted. New hire training for respite workers was held at the Adorni Center on May 8. The Respite Director attended a Special Incident Report training at the Office of Education.
- June 2003:** Five Respite worker interviews were completed. Ten home visits were conducted. Work on the Fiscal Year Rollover was performed and new coupons were mailed the last week of June. Continued learning and began implementation of the automated time tracking system. One of the Respite Program Assistants resigned suddenly at the end of the month.
- July 2003:** The Fiscal Year Rollover work was completed. Five Respite worker interviews were completed. Six home visits were completed. The Respite Program Assistant began inputting all worker timesheets into the automated tracking system. This was a major workload shift from the Accounting Department to the Respite Office. This also caused the Respite Program Assistant to revise the way worker information and changes were processed. A long time consumer passed away unexpectedly. We reviewed 22 applications for the Respite Program Assistant job share position. Six of the most qualified applicants were interviewed and a new assistant, Louanna Sue Atkinson, was selected for the job. The 4th Quarter Utilization Report was completed and delivered to RCRC at the end of the month.
- August 2003:** The new Respite Program Assistant began work August 1. Three Respite worker interviews were completed. Seven consumer home visits were completed. The Respite Program Assistant began adding all new consumer purchases and changes to the automated tracking system. This was another workload shift from the Accounting Department to the Respite Office. This also caused the Respite Program Assistant to revise the way purchases are processed. New hire training for respite workers was held at the Adorni Center on August 14. The Respite Director held a Summer Respite Training Workshop at the Humboldt Area Foundation on August 21 and 22. The first day was partially based on mandatory training for workers. There were very few attendees in the afternoon and the balance of the workshop was canceled because of low enrollment. The Respite Director attended the Annual HCAR Membership Meeting. The Quarterly Progress Report was submitted on August 29.

September 2003: Since HCAR was in extreme cost-cutting mode we stopped doing quarterly newsletters. The first week of September the Respite Program Director distributed an Employee Bulletin in with paychecks summarizing changes to the program. Three Respite worker interviews were completed. Six home visits were completed. Respite Program employees and their family members attended the HCAR Annual Staff Picnic at Freshwater Park on September 28.

Summit Support Services - Bill Spenceley, Director

“HELPING CONSUMERS TO UNLOCK THEIR POTENTIAL”

Supported Living Services & OnGoing Support Services

PROGRAM HIGHLIGHTS & ACHIEVEMENTS

Staff Development Summary:

October - **The Adult Abuse Reporting Law** by Michael Finamore, R.N. Adult Protective Services.

November - **Lifting & Transferring and Proper Body Mechanics** by Michelle Harrison, physical therapist from St. Joseph Home Health

December - **‘Slips, Trips, & Falls,’** - video and holiday potluck consumer-staff meeting.



Ray and Tim

January - **Consumer documentation & ‘What works best for staff’** by Bill Spenceley.

February - **Stress reduction & relaxation techniques** by Barbara Zizza, Independent Living Specialist.

March - **Consumer Self-Advocacy** by Lynne Paige, Clients’ Rights Advocate, Protection & Advocacy, Inc.

April - **ID. Theft** by Bill Spenceley & **TimeCentre** time sheet tracking by David Walkley, HCAR fiscal director.

May - **TimeCentre’** consumer-staff meeting, by Bill Spenceley.

June - **Pre-Paid Legal Services** by Alan Hoffman and ‘**Special Incident Reporting,**’ by Bill Spenceley.

July - no meeting scheduled.

August - no meeting scheduled.

September - **Program Cost Savings Plan** by Bill Spenceley.

“It helps me get around a bit. Being more independent with friends and family.”

-HCAR consumer

New support workers hired over the past year include the following: Janet Parker, Dennis Dodson, Ryan Bridwell, Andrea Boquet, and Brigid McGovern.

Program Development

Both the SLS (Supported Living Services) and OGS (OnGoing Support) programs saw growth over the past year. Although total direct service hours remained about the same as last year, referrals for new consumers were received by the services throughout the year.



“Sara’s nice. Sara helps Beverly with laundry.” -Beverly

The program director and support staff made great strides in up-dating Individual Support Plans - I.S.P.’s and quarterly reports. A calendar system has been developed to remind us of needed up-dates. Developing new consumer I.S.P.’s is evolving much more consistently after service begins for them. Revising old I.S.P.’s still needs more catch-up work and progress. *See objective #4 - Consumer Documentation Calendar under the heading, ‘Effectiveness.’

Average monthly hours for all services reached about 2200 by year’s end, September 30, 2003. Although these hours are down from the previous year’s 2500 hours, the number of Supported Living contracts increased dramatically. Meanwhile, OnGoing Support purchases from Regional Center declined.

A very pertinent memo was distributed to all support workers regarding the new budget crunch HCAR found itself in by late August. Wage increases were frozen at that time. Ideas for saving money were generated at the September staff meeting. Ideas included support workers avoiding overtime, not going over authorized hours for their consumers, driving and transporting less, and doing a small candy fund raiser.



*“They help get me motivated to get things done.”-Bill
Bill and Janet*

Quality Assurance

The program quality consumer satisfaction survey was sent out in early June, 2003. The final results and analysis of this survey may be viewed in the Annual Report Supplement. Efforts continue to more clearly define the nature and extent of the support service. Our primary goal is to provide consumer-empowered choice while limiting dependence by the consumer on the service or their support worker.

“ . . . INCREASING OPPORTUNITIES FOR CONSUMERS TO BE ACCEPTED IN THEIR COMMUNITY. THIS ALLOWS THEM TO REACH FOR THEIR INDIVIDUAL GOALS AND DREAMS IN LIFE.”

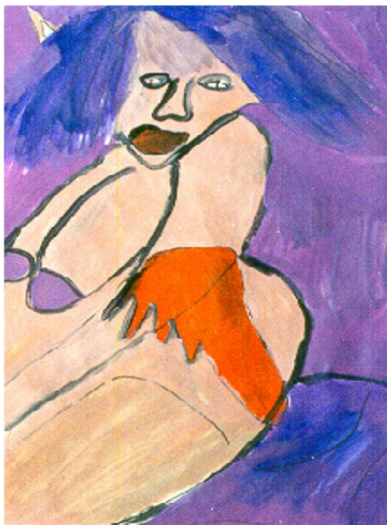
-from Summit Support Services’ Vision Statement



*“They take me places.” -Laurel
Laurel and Stacy*

The Studio - Kristi Patterson, Director

***“One should either be a work of art or wear a work of art.”
~Oscar Wilde***



the studio

“Plus-size Fairy” by Sara Chamberlin

Highlights and Achievements:

WINTER

Sarah Chamberlin had a one-woman show at The Studio Gallery which featured her large paintings of whimsical fairies. The opening reception was part of Arts Alive in December, and Sarah sold many of her paintings.

We had a booth at The Ink People Holiday Arts Fair and made over \$300.00. We have participated in this fair, which features the works of many local artists and helps to support The Ink People, for four years.

SPRING

Boll Weaver, a textile store in Henderson Center began selling our silk scarves and pillows.

With the installation of our kiln, we began offering classes in ceramics and clay sculpture.

Program Director attended a workshop at Humboldt Area Foundation about grant writing.

We were awarded a \$250.00 grant from the Redwood Empire Quilters Guild for supplies for making silk scarves, pillows and ties.

***“Ah, good taste! What a dreadful thing! Taste is the enemy of creativeness.”
~Pablo Picasso***



“The Devil” by Michael Smith

SUMMER

Gerri Sadler and Michael Smith showed their vibrant and colorful paintings at the Co-op in Arcata. Ms. Sadler and the Program Director were interviewed on KHSU about the event.

The Studio was visited by Vivian Terry, the outreach specialist for the California Telephone Access Project, who gave us information about their equipment and services.

The Program Director and several artists had a great time at the annual People First conference in Sacramento.

We took many field trips to local galleries and open studios.

Linda Turley had a one-woman show in The Studio gallery titled, “Sun and Moon.” The opening reception was at the May Arts Alive and was very successful.

The Studio’s Director visited Neighborhood Center for the Arts in Grass Valley. Their program is very much like The Studio, but is bigger and able to serve more people. It was a very inspiring trip, and we are hoping to continue a relationship with NCA in order to exchange ideas and artwork.

AUTUMN

We enjoyed spending time at Camp Bauer with HCAR’s other day programs.

We expanded our online store (thestudioonline.org) to include t-shirts, sweatshirts, mousepads, mugs, lunchboxes and messenger bags, all with reproductions of original art by Studio artists.



Mary Galletti and Elvis, September, 2003

The first eighteen pieces by six Studio artists were hung at Redwood Coast Regional Center. This is going to be a permanent rotating gallery and will feature eighteen new pieces each quarter.

Mary Galletti had a one-woman show at The Studio Gallery. The opening reception was during Arts Alive in September. Mary’s show, titled “Don’t Step on my Pink Suede Shoes,” was all of her work that had been inspired by Elvis, and The King himself made a special appearance. By the end of the opening night, Mary had sold twelve out of thirteen paintings - a huge success!

“Ambition is a dream with a V8 engine.”
~Elvis Presley

Leisure Companion - Michael McClimon, Director

In the following narrative I will describe and report on many aspects of HCAR's Leisure Companion Program including the consumers, the volunteers, publicity, networking, committee work, and LCP group activities.

Consumers

In January of 2003, there were 73 consumers referred to the Leisure Companion Program. Over the course of the year, the number of referrals has been reduced to 72. Of these 72 consumers 10 are now matched with a community volunteer.

I make contact with nearly all our referrals by phone calls, home visits and conversations at our group activities such as the HCAR dances. I regularly eat lunch with the consumers at Baybridge Employment and Work Services and have become very well acquainted with many of the LCP consumers who work there. In addition, I often visit the Studio in order to get to know Leisure Companion Program referrals who are also artists.

I include consumers on the HCAR Dance Committee. Their thoughtful suggestions and positive teamwork contribute much to the success of the HCAR dances. Attendance is up at the HCAR dances thanks in part to the input from our very active members of the dance committee.

Volunteers

In January 2003, there were 12 volunteers matched as Leisure Companions. Currently there are 10 active volunteers in the Leisure Companion Program.

Good, dependable volunteers are the heart of this program and I try to support and encourage all those who have become leisure companions. I regularly phone and e-mail our volunteers to find out how their match is going. We held two volunteer appreciation breakfasts this year in order to thank our LCP volunteers. All volunteers and their spouses were invited to the Chapala Café on January 18th. Seven of us had a nice breakfast, exchanged stories about our Leisure Companion outings, and discussed some dos and don'ts concerning our Leisure Companion matches. On April 26th, 8 of us met again at Chapala. These appreciation breakfasts have been a wonderful chance for our volunteers to meet each other. These informal exchanges of stories and ideas have served to help build a support network among the volunteers and to clarify responsibilities. Due to HCAR budget cuts that have affected the LCP, the quarterly appreciation breakfasts have been suspended.

Since January, 35 community members have made phone inquiries about becoming Leisure Companions. Most, however, were looking for a paid position. It has been very difficult to recruit community volunteers into this program.

Publicity & Networking

Local TV and radio stations and newspapers have been very helpful in getting our public service announcements out to the public. In fact, in the last two years we have produced 9 PSAs that run on 13 local commercial radio stations. Franklin Stover, a friend of the LCP, gave us permission to use one of his original ragtime compositions as background music for our PSA. We continue to use the recording of Mr. Stover's composition as part of our recorded public service announcements. With the hard work of many consumers and volunteers and with the cooperation of these local radio stations, our public service announcements have taken on a very professional sound. Many of those inquiring about becoming a Leisure Companion reported that they had heard about the program on the radio.

With the help of HCAR consumers and volunteers, we have produced three video PSAs. These video PSAs were produced with the assistance of three local school groups. Unfortunately, the quality of the PSAs was not high enough to allow us to release them to the local television media. Our next step is to self-produce a series of PSAs with the help of the Humboldt Community Media Center.

In January of this year, the Times-Standard published a feature article about the Leisure Companion Program. Reporter, Meghan Vogel Fulmer, focused on volunteers and some of our Leisure Companion group activities.

In addition, we purchased a series of four 2"x3" ads that ran in the spring and fall semesters in the HSU Lumberjack newspaper. Each of these ads included a photo of one of our HSU Leisure Companion volunteers, a quote from the volunteer about the program, the name of the volunteer, and our HCAR logo.

The Leisure Letter was published in June, July, August, and September this year. These newsletter issues announce and remind participants of LCP group activities (including the HCAR dances) spotlight Leisure Companion matches, advertise for volunteers, and generally link all interested participants in the Leisure Companion Program. LCP consumers also contribute articles to the Leisure Letter.

I regularly attend Volunteer Center of the Redwoods Volunteer Managers Forums. These meetings have given me a chance to meet and talk with many other volunteer coordinators from Humboldt and Del Norte counties. The forum offers discussion of relevant topics which have been very helpful to me in working with volunteers.

On February 20th, I attended the HSU Volunteer Fair and again on September 10th. These volunteer fairs allow me to spread the word about the Leisure Companion Program on the HSU campus.

I represent HCAR at the monthly meeting of the Humboldt Community NETWORK. The NET is a group of school, community and government organizations which provide services to needy Humboldt and Del Norte county families. My attendance at NET meetings has helped to raise awareness of HCAR's mission in the community and to my understanding of how HCAR fits into the fabric of Humboldt County social services.

In addition to all of the above, I represent HCAR each month at the Eureka and Fortuna Chamber of Commerce mixers. The mixers have been a great way for me to get to know many Eureka and Fortuna business leaders and to let them know that HCAR is working hard to support our community of adults with disabilities.

A little more than one year ago, I suggested that HCAR establish a grant proposal review team to assist and give feedback to HCAR program directors and others who are writing grant proposals for special projects. Our executive director encouraged me to organize HCAR's Expert Grantsmanship Team. Five members of the newly formed team attended a grant writing workshop at Humboldt Area Foundation on February 13th. The team meets each month to review grant proposals. On October 7th I attended another HAF workshop. This one was entitled "Fundraising In Difficult Times." At the workshop we discussed how grant writing should fit in with an agency's overall fund raising plan. The Expert Grantsmanship Team has encouraged HCAR directors and staff to pursue foundation funding for special projects. We have reviewed eight grant proposals this year.

LCP Group Activities

Including the five HCAR dances, the Leisure Companion Program participants enjoyed 15 group activities this year.

Our first activity was the 8th Annual Peninsula Clean-Up Day. The event took place on Earth Day and was in conjunction with many other community organizations. We matched five LCP consumers with AmeriCorps workers for a one day event which took place on Saturday, April 19th. This was the third year that consumers from the Leisure Companion Program have participated.

On the week end of May 24th, 25th, and 26th, three LCP consumers and I volunteered to help with

the World Championship Kinetic Sculpture Race. We directed traffic "for the glory" at the point where the racers exited Humboldt Bay. We saw all of the racers and wore our "Kinetic Volunteer 2003" baseball hats proudly.

On Sunday, June 29th, 23 Leisure Companion Program participants and volunteers began the first of a three part activity with the goal of walking the entire length of McKinleyville's Hammond Trail. On our first day we began at the Arcata end of the trail and walked as far as Hiller Park in McKinleyville.

On Sunday, July 27th, 26 Leisure Companion Program participants and volunteers met at Hiller Park and walked as far as Murray Road.

On Sunday, August 17th, twenty-six Leisure Companion Program participants and volunteers met at Airport Road and walked to the end of the trail. Since the trail ends at Clam Beach, we had a barbeque to celebrate walking the entire trail.

Another series of successful LCP group activities this year has been the recording of four public service announcements at local commercial radio station. Volunteers and consumers have been involved in planning and recording these PSAs. The excitement of visiting these radio stations, meeting the radio personalities, and actually reading the script into the microphones has contributed greatly to the effectiveness of our public service announcements. Taping these PSAs has also contributed positively to the self esteem of our consumers. Participation in this project has helped many consumers to understand how we find leisure companion volunteers.

On September 27, the Annual LCP Picnic and Barbecue was held at Cooper Gulch city park in Eureka. The picnic was well attended again this year with 26 consumers, 7 volunteers, and 6 family members. There was croquet, golf, a checkers tournament, and lots of food. We received donations for the picnic from Costco and Wildberries Market Place.

Besides all of the above mentioned activities, the LCP receives complimentary tickets to many programs throughout the year. This year LCP participants have attended several Sheriff's Posse concerts, many Ferndale Repertory Theater productions, and a number of CenterArts performances.

Conclusion

The two major challenges that face the program are the difficulty of attracting volunteers and the lack of transportation for both individual and group activities. Often the number of participants at one of our group activities is limited by the number of rides that I can muster up. With the support of bus transportation more program participants could be involved. Further, individual volunteers have asked about being supported with a milage allowance.

The Leisure Companion Program has had another great year. The success of the program is due to the encouragement and support of many people. Donna Shipley has been especially helpful and encouraging. Other HCAR program directors have also been very supportive. Many HCAR staff members have contributed in many ways, especially with the HCAR dances. Most of all, our wonderful group of dedicated volunteers continually work, through their example, to alleviate the

unwarranted social devaluation, fear, and prejudice toward people with developmental disabilities.

Advanced Transportation Systems - Peggie Holverson, Director

Program Highlights:

We just finished our fourth year of transporting senior citizens to the Ferndale Repertory Theater to see the last matinee of each play. In August we signed a contract for the fifth year. Once again as part of this contract, tickets for each of the shows were donated to the Leisure Companion program. The director of the Ferndale Repertory theater was pleased to see that all of the tickets from last season had been used. They have also asked us to consider adding a Sunday run from the Fortuna area.

In March, we applied for the 2003 cycle of the Cal Trans 5310 grant program. This program funds 80% of the cost for new buses. The program is only available to groups that provide services to the elderly and people with disabilities. In September we were notified that we had been awarded the funding for the two new buses we requested.

At the end of March, Van 19 along with vans 2,3,4,7,11 were used for the Thirteenth Annual Coast Dixieland Jazz Festival. This was the twelfth year that we were asked to provide the Shuttle service. In September, we were contacted in regard to providing the Shuttle service for the 2004 festival.

In May we received the wonderful news that the Bertha Russ Lytel foundation had fully funded our grant request of \$36,300 for the matching funds for the 2002 Cycle of the Cal Trans 5310 program. Many thanks to HCAR's grant writing team for their valuable assistance.

In July, it looked like the Care-A-Van program would not be receiving the yearly grant from the Sisters of St Joseph of Orange's Community Needs Network, due to a lack of grant funds. Fortunately, Sister Ann McGuinn and her staff were able to find the necessary funds that allowed us to provide the much needed Care-A-Van service.

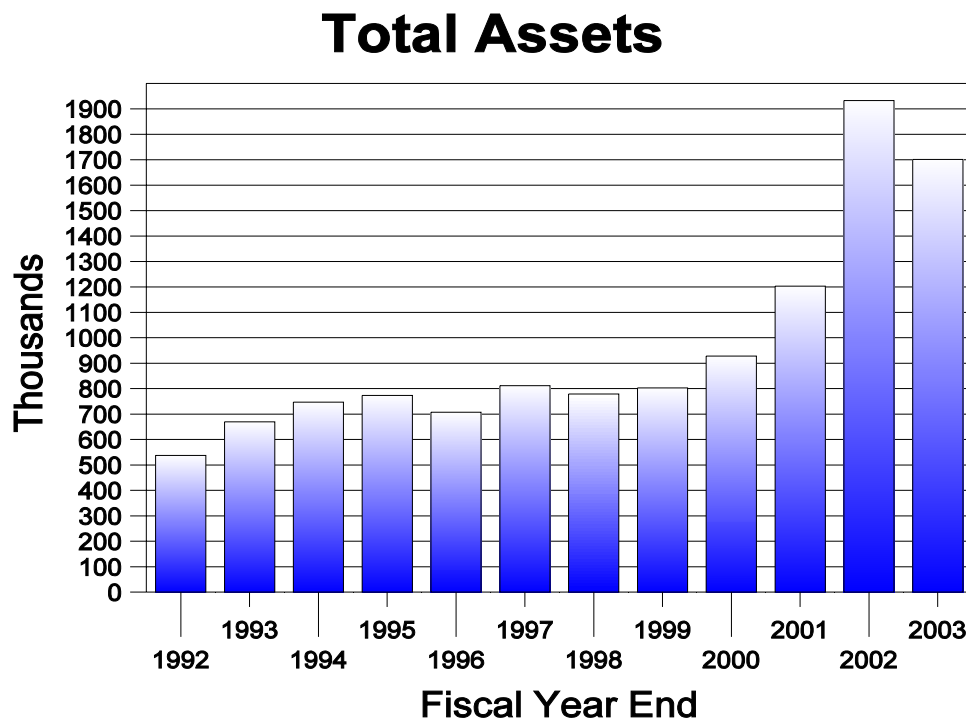
In September the federal government released the funds for the Cal Trans 2002 Cycle 5310 program. This allowed Cal Trans to take orders for the buses that we were awarded. Thanks to the matching funds grant we were awarded by the Bertha Russ-Lytel Foundation, we will be receiving three new buses.

The only staffing change we have had in the past year is the return of Harry Chappell. Harry returned to HCAR after spending four years in Roswell NM. Both staff and consumers were very happy to see him return.

Financial Summary - David Walkley, Fiscal Director

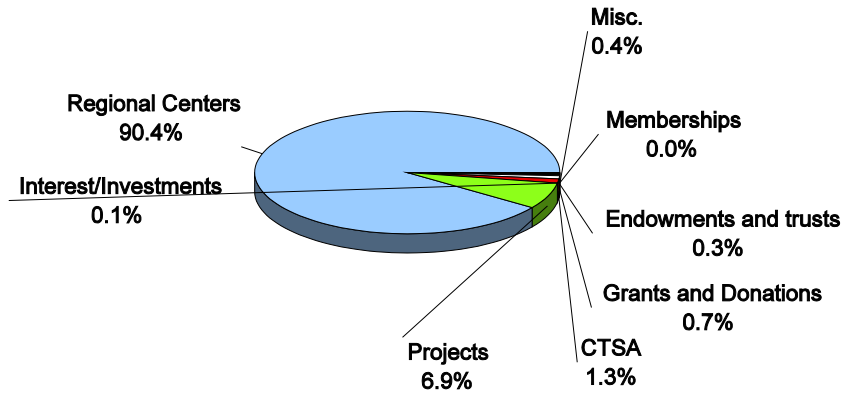
The financial statements of the Humboldt Community Access and Resource Center for the fiscal year ended June 30, 2002, have been audited by Philip R. Aycock and Stacey Edgmon, Certified Public Accountants. They have issued an unqualified opinion, stating that the audited financial statements present fairly, in all material respects, the financial position of the Humboldt Community Access and Resource Center. The complete report is available for review at the administration office.

The chart below tracks the growth of our total assets over the past twelve years.



The pie chart at right shows the extent to which our different funding sources support our programs.

Revenue by Source



The chart below shows the revenue and expenses by the different program groups.

Comparison of Revenue and Expenses by Program

