

Two Rock Food Service

by Jackie Font, Manager/Service Operations

Two Rock Food Service enjoyed a bit of a break from the usual busy pace during the holiday season.

Meal counts were lower due to the end of the year school shut down, which lasts for about two weeks. This shut down occurs during the week of Christmas and for one week after. By the end of the second week everyone was ready to get back to business, as we like it to be busy here.

We welcomed aboard new employee, Philip Davis who started with NBI in October. Also, a big "Congratulations" and "Thank You" to Pablo Beltrán Villalobos for reaching his milestone (in December) of 5 years service here at Two Rock Food. Pablo is a great asset for us and we appreciate his contribution in providing quality service to the US Coast Guard Food Service School at the Petaluma Training Center.

"Congratulations" to Keith Karcher on receiving this year's Board of Director's Consumer of the Year award. It was well earned for Keith, who started out in a group and then moved on to individual placement. Keith continues to grow and improve," Thank You Keith, job well done"!!!

"Congratulations" to Dylan Sanchez on receiving Site Consumer of the Year. Dylan has done very well, especially in this last year. Dylan's desire to improve and demonstrated efforts to make it happen made us proud to see him recognized. "Keep up the great work Dylan"!!!

In November, the Coast Guard completed installation of two new ovens. They are very large steam/convection ovens and need to be cleaned with a different process, which we had not done before. Everyone received training on how to clean these ovens and most say they like these ovens much better than what we had before.

MOTCO, Hamilton, Two Rock Grounds and Agilent

by Dalia Flores, Contracting Support Manager

The sun is shining and the grass is growing. We are in need of workers at MOTCO! It has been a busy few months with interviewing, hiring and re-hiring of workers. The guys are being kept busy line trimming and mowing.

The Hamilton Fields Grounds crew continues to be busy. They are keeping areas trimmed and watered.

Out at Two Rock, the Grounds crew has been kept very busy. They have a lot of work to do. One of the workers has moved away and as a result we have needed to hire a couple of new employees to meet contract demands.

The Agilent workgroup kept busy by making sure all orders were completed. The Santa Rosa Agilent site will become a spin-off of its electronic measurement business. This spin-off will be called **Keysight Technologies**. The separation is expected to be completed by early November 2014.

Everyone was excited and looking forward to celebrating the holidays with family and friends. The 2013 Holiday party was great fun. Caesar Zunino was named Consumer of the Year for the Agilent site. Congratulations Caesar!

Day Programs

by Craig Rodolff, Day Program Manager

In February, we once again attended the Sonoma County Office of Education's annual Transition Fair. This event is held to introduce students and their parents to what to expect after completion of their school program. It has always been the perfect forum to explain our Activity Center program and how we can make that transition to the "adult world" as painless and stress-free as can be. As a result, we garnered much interest and we look forward to receiving a number of referrals following graduation in May.

The Activity Center provides a wide array of recreational and educational components including gardening and cooking skill development. We also provide a more intense staffing ratio in our Site Based Community Day program for individuals with increased needs. Our CDP component includes two groups that enjoy increased work opportunities and community access. As a result, this diversity of programming is attractive to many when coupled with our flexibility to meet each individual's needs and career choices.

We are looking forward to the coming of Spring and starting some new folks just entering that complex and scary "adult world"!

2014 Transition Fair



"Serving adults with disabilities since 1968"

Community Involvement

Wow – where did the time go! NBI has been very busy since our last fall newsletter. We had wonderful holiday parties celebrated with many of our consumers, staff and guests. It continues to be one of our most enjoyed AND joyous occasions. Thanks to the staff that have made these events successful by their continued participation and support.

Many thanks go to our community partners for supporting our Rohnert Park party. A big "shout out" goes to DJ Mark Powers - owner of Good Times Music. Mark's company has been spinning great dance tunes for our Rohnert Park event for over 25 years. Also Art Ibleto owner of Pasta King for his wonderful catered pasta – sometimes served by him!

The New Year welcomed many opportunities for NBI to be out and about in the community. Many of us participated in the Sonoma County Office of Education Transition Fair held February 12th. This event is an opportunity for Sonoma vendors to present informational materials about their services to graduating students and their parents. On February 18th, NBI CEO Robert Hutt toured Congressman Thompson and local press through our Flag Line premises. Robert addressed the need for all Americans flags (interment and conflict) to be manufactured in the USA.

Robert and Liz attended the CDSA Legislative Conference March 3-5th which is held annually in Sacramento. The key message was "Rebuild Community Supports for People with Developmental Disabilities". This message was delivered with the following key points:

- Remove the freeze on developmental services
- Support adding funding to Governor's budget to fully fund the cost increases related to minimum wage increase. New overtime requirements for home care beyond IHSS and the DDS system. The cost for all providers of implementing the ACA.
- Support funding expected in the May Revision
- Support adding budget trailer bill language to restore the 10% cut to Supported Employment
- Co-Author & Support legislation to improve employment programs
- Support legislation to improve justice for victims with disabilities
- Recommit California to Supporting Children with Disabilities

A more detailed explanation of key points can be found on the CDSA website or contact Liz Sutton at Liz@nbrs.org.

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NBI receives a donation check from Summit State Bank for \$2,095.90. Thank you!



From left: Roxanne Meuse, Bella Hutt, Congressman Mike Thompson, Liz Sutton, David Dubinsky, Executive Director Pacific West Region - Source America and Robert Hutt

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Management Team

Robert Hutt, President/CEO. Robert is responsible for creating the organization's strategy, determines organizational goals and oversees business operations. He is extremely knowledgeable in all aspects of the company and is a hands-on CEO.

Elizabeth Sutton, Vice President/Program Support Services. Liz is responsible for all aspects of NBI's rehabilitation programs. She oversees the CARF Accreditation, Licensed Day Programs and Adult Education Programs. Liz also represents NBI in the public arena including extensive involvement with our trade association, the California Disability Services Association (CDSA) and Vendor Advisory Committee (VAC).

Roxanne Meuse, Vice President/Administration. Roxanne is responsible for the proper functioning and developing of NBI policies and procedures and works closely with the president in order to fulfill the overall mission of NBI. Roxanne is responsible for all Human Resources, Risk Management, Payroll Functions, Employee Benefits.

Bella Hutt, CFO & Property Management. Bella is responsible for the oversight of all financial and fiscal management aspects of company operations. She provides leadership and coordination in the administrative, business planning, accounting and budgeting efforts of the company. She also heads NBI's Housing Division which consists of four HUD subsidized properties.

Committee Team

Contracting - Ensures compliance with Federal Contract Requirements. Contracting Team meets monthly to discuss each contract: current status, upcoming modifications/changes to expect (if any), payments from customers, budget, staffing needs, new opportunities, customer complaints/request, etc. **Members:** Robert Hutt, Torecca Poueu, Jose Guzman, Douglass Stairs

Contracting Support - Oversees Rehabilitation Programs. Ensures compliance with various rehabilitation funding agencies, CARF, and licensed day program requirements. Oversees consumer referrals, placements and supports, work closely with clients & their support team and conduct client meetings. Team meets monthly to discuss issues and/or concerns, current site openings, community involvement, staff/client trainings, coordinate company events, etc. **Members:** Liz Sutton, Robert Hutt, Jaylene Demapan, Regina Livingston, Dalia Flores, Victoria Stefani, Craig Rodolff, Brian Garlick, Rick Sparks

Compliance - Ensures compliance with US Department of Labor certificate on special minimum wage rates. Responsible for conducting prevailing wage surveys, client time studies, standard setting, task analysis and training. Team meets quarterly to discuss time study issues and/or concerns, changes or updates to rules and regulations of the Fair Labor Standards Act (FLSA) Part 525, etc. **Members:** Mike Muldoon, Betty Gingras, Robert Hutt, Roxanne Meuse, Bella Hutt, Torecca Poueu, Jose Guzman, Douglass Stairs

Accounting/Payroll - Oversees all accounting and payroll functions. Processes payroll, payables, receivables, manages general ledger, bank activities, and adheres to financial reporting requirements and audits. Team meets monthly to discuss ongoing process of improvements & concerns. **Members:** Roxanne Meuse, Bella Hutt, Robert Hutt, Elaine Erlandson, Sandy Brumley, Jaylene Demapan, Erin Fernandez

Human Resources - Oversees all HR functions such as Personnel files, Benefits, Workers' Compensations, Corporate Compliance, Administrative Policies and Procedures, Staff trainings, Job postings, Interviews, process new hires & terminations, etc. **Members:** Roxanne Meuse, Jaylene Demapan

Housing - Oversees four HUD subsidized properties in Sonoma and Marin Counties. Process tenant re-certifications, maintain tenant files, housing inspections and audits, process HUD vouchers and tenant rent payments, attend housing meetings, process tenant leases, etc. **Members:** Bella Hutt, Erin Fernandez

Quality Work Environment (QWE) & Safety Committee - Oversees all aspects workplace safety. Team meets quarterly to discuss site safety inspections, trainings, accessibility, disaster preparedness, emergency drills, accident/incident prevention, safety incentives, etc. **Members:** Robert Hutt, Liz Sutton, Roxanne Meuse, Erik Sherley, Torecca Poueu, Jaylene Demapan, Jose Guzman, Jennifer Britton, Jackie Font, Douglass Stairs, Dalia Flores, Brian Garlick

2013 Consumer Holiday Party Award Recipients



Board of Directors
 Kevin Huskey (Lowe's)
 Keith Karcher (Two Rock Food Service)

Consumer of the Year

Agilent Caesar Zunino	Mrs. Grossmans Jared Bronzan	Flags Andrew Alamillo	MOTCO Neil Haber	Hamilton Mark Young
IDEX Jason Theis	Two Rock Food Service Dylan Sanchez	Two Rock Grounds Richard Fukada	Monterey (POM) Justin Crance	Monterey (NPS) Ricardo Silva
Activity Center Katherine Moore	CDP Gr#2 RoseMary Gridley	CDP Gr#3 Don Siler	Site Based CDP Robert Goosens	

Site Reports.....

Flags

by Jennifer Britton, Production Manager



It's been an exciting few months in the Flag Line. After visiting our factory last year, Congressman Mike Thompson (pictured above) wrote a bill requiring all American Flags purchased by the Dept. of Defense be made with the same requirements as the Flags NBI makes for Veterans Affairs. Those requirements assure that all components of the flag be American made. From the growing of the cotton, the weaving, the finishing and finally the manufacturing.

Recently the President signed that bill into law. It was a very big deal for Congressman Thompson and an accomplishment he was proud to be a part of. He came once again to tour our flag line and brought the media with him. NBI was featured on Channel 7 news with commentary from Robert Hutt, Sue Wilson and myself. We also made the front page of the Press Democrat.

Monterey Groundskeeping

by Rose Jaros, Site Manager



Spring is our busiest time of year - you blink and it's time to mow again. Along with keeping up with our work load, we have also worked to enhance our training program these past few months. As a result, clients have increased their job knowledge. Teamwork, which is essential to our overall operation, has also improved.

To show our appreciation for all this hard work and dedication, a special lunch was held for the Monterey Grounds Crew. The crew enjoyed a lunch that was prepared and served by their supervisors. Cooking kebabs and serving 30 was no easy feat, but staff was happy to treat the members of our winning team.

Monterey crew would like to thank the Flag line for donating a Flag!