

Community Inclusions Ltd.
13th Annual General Meeting
Thursday, June 16 , 2011
St. Anthony's Legion, Bloomfield

6:15pm Meal

7:00pm Business Meeting

1. Welcome
2. Moment of Silence
3. Approval of Agenda
4. Minutes from 2010 Annual Meeting
5. Chairperson's Report
6. Staff Reports
7. Presentation of the Financial and Auditor's Report
8. New Business
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9. Nominating Report
10. Presentations - Annual Pioneer Award , Retiring Board Member & the Rotary Club of Summerside Plaque
11. Adjournment of Meeting

7:45pm

Presentation by

- Alberton House video presentation. Staff and resident to present.

Social and Refreshments

Community Inclusions Ltd.

12th Annual General Meeting

O'Leary Lion's Club

June 15th, 2010

Present Heidi, Kevin, Shelley, John, Debbie, Dianne, Jamie, Ralph and Raeanne

Kevin Porter welcomed staff, clients, parents & guardians and local MLA's, Pat Murphy, Robert Henderson and Federal Liaison Ernie Hudson to the 12th Annual General Meeting of Community Inclusions Ltd. Kevin introduced Jarod MacNeill as the MC for the evening and John Brennan the Chairperson of Community Inclusion's Board. Kevin also introduced John Maynard, with the Rotary Club of Summerside and made recognition of Rotary's significant financial contribution to the Alberton House Project.

Agenda

Dianne Murphy motioned for the approval of the agenda, seconded by Kim Gaudet.

Minutes of Last Meeting

Dianne Murphy reviewed the Minutes from the June 9th, 2009 AGM and asked for errors or omissions. Shelly Williams motioned for the approval and Debbie Gorrill seconded the motion.

Chairperson, Executive Director & Staff Reports

John Brennan, Kevin Porter Laurie Ann Waite, Nancy Doucette, Natalie Horne-Gallant all spoke in regards to their reports. Ralph MacNeill motioned for the approval of the reports and Raeanne Adams seconded the motion.

Financial Report

Peter Baglole presented the Financial & Auditors Report. Raeanne Adams moved the motion for approval and Debbie Gorrill seconded this motion.

Board of Directors (2010 - 2011)

Shelley Williams read the following Nominating report for the new Board of Community Inclusions Ltd.:

Dianne Murphy	Ralph MacNeill
Heidi Mallett	Shelley Williams
Debbie Gorrill	Raeanne Adams
Brian Hiscock	

The Board is currently in discussions on the two vacancies to fill for the upcoming year.

Presentations

Ethel Ellsworth presented Velda Gaudet with the Annual Pioneer Award of behalf of Community Inclusions Ltd. Velda has been a strong advocate since the early 1980's for individuals in Tignish and West Prince Area, she's been involved with Tignish Association for Community Living, Tignish Normalization Association and the Association for Community Living and has worked very hard over the past few decades with getting services in the area for people with disabilities, including her own son Scott.

Retiring Board Member John Brennan (Chairperson) was presented with a plaque for his leadership and dedication to Community Inclusions.

Open Remarks

Local MLA, Pat Murphy also addressed the crowd on behalf of Minister Neil LeClair and welcomed our new services into the Alberton area, with the opening of the new Alberton House.

John Maynard, with the Rotary Club of Summerside greeted the audience on behalf of his fellow 62 members of Rotary and welcomed anyone from the local business community to attend a Rotary Meeting. He also expressed congratulations on the new Alberton Residence and the partnership with Community Inclusions with the Rotary's contribution of \$40,000.

Ernie Hudson, spoke on behalf of Egmont Member of Parliament Gail Shea. He congratulated Community Inclusions on the great work that has been done and the delivery of our services and programs. This has made for a great working relationship with Kevin Porter and the Board of Directors, one the Minister does appreciate. He offered congratulations to the recipient of the Pioneer Award, retiring Board Member John Brennan and thanked Jarod MacNeill for a being a great host for the evenings events.

Jenna Smith, client of Maple House Centre and the Employment Unit spoke on her experiences with Community Inclusions over the past year. Since graduating from Westisle in 2008, she has taken part in a Holland College Cooking Class and has recently been accepted into the 13 week Let's Get Working Program.

Jarod MacNeill closed the evening and thanked everyone for coming out the Annual General Meeting of Community Inclusions Ltd.

Meeting Adjourned

***Board of Directors
2010-2011 Annual Report***

It is my pleasure on behalf of the Board of Directors of Community Inclusions to present this Annual Report. The past year has been filled with new and exciting endeavors as we strive to provide the best possible services for individuals with intellectual disabilities.

One of the highlights this year was the official opening of Alberton House. The completion of this project was a dream come true not only for past and present Board Members and staff, but for families and individuals with intellectual disabilities. They now have a supported living environment to further develop their strengths. Due to the continued need for appropriate housing, the Board has continued to look for further opportunities to address this ongoing concern. Through the generosity of the O'Leary Lion's Club, Town of O'Leary, and funding provided through the Provincial and Federal Governments, we have initiated a new and exciting project in O'Leary. This project will allow Community Inclusions to continue to grow and move forward as an organization.

During the past year we have had many discussions about maintenance and upgrades at all of our sites: Maple House, Tignish Group Home, Tignish Workshop, and Alberton House. We continue to make the necessary maintenance and upgrades as finances allow. We realize that as the organization continues to grow we need to prioritize. As a result we have identified the need to maintain a list of necessary capital expenditures so as to budget and plan for the future.

The staff at Community Inclusions have worked hard throughout the past year to provide quality service. The reports that are included from the Site Managers and Employment Staff reflect the diversity of our clients, and the determination of staff to meet the needs of the individual. The Board of Directors wishes to sincerely express their appreciation to all dedicated and hard working staff who strive to provide quality programs for our clients.

We would be remiss if we were not to recognize our Executive Director, Kevin Porter for his dedication, leadership, and vision to the future. Kevin continues to be a strong voice for the organization. His ability to collaborate and coordinate have resulted in significant progress in meeting the needs of individuals seeking and deserving independence in an inclusive community.

In closing I want to recognize all fellow Board Members who volunteer their time, and thank them for their contribution to the organization. We have had a productive year and I look forward to the work that lies ahead .

Respectfully,

Raeanne M. Adams
Chairperson
Community Inclusion Ltd.

***Executive Director's Annual Report
2010-2011 Annual Report***

March 31, 2011 marked the ending of Community Inclusions 13th year in service. This year's Annual General Meeting is an opportunity to reflect on the past, look to the present and plan for the future. Annual Activity Reports have been submitted by the Site Managers and the Employment Division Staff. The reports are fairly self-explanatory, and I encourage all to read them to obtain the various activities at each site and in the community.

Financial

- ✓ Once again this year Community Inclusions benefitted from the hard work by the O'Leary Lion's Club. They donated a cooler to Maple House. Also the Lion's Club made a significant donation that will be reported on in the Housing Section of this report.
- ✓ For the fourth consecutive year Community Inclusions had a signed contract with the province to deliver its services.
- ✓ The Tignish Normalization Cooperative continued to support Community Inclusions.
- ✓ The O'Leary Association for Community Living continued to support the organization with a donation to its Employment Program..
- ✓ West Prince Ventures continued to involve the Maple House Bakery via their Annual CBDC Day.
- ✓ The Medicine Shoppe in O'Leary sponsored an end of the year event for the Maple House Centre.
- ✓ The Rotary Club of Summerside donated dollars as part of their commitment to Alberton House.
- ✓ As the organization continues to grow there will be financial pressures regarding capital expenditures to maintain our various sites/services. These will need to be addressed in the coming year.

Of note also, the organization entered into its final year of its Collective Agreement with UPSE.

Administrative

2010-11 was a busy year as far as administrative work. Work on Alberton House continued until it opened in July. Also the organization applied for funding (and was successful) to renovate the former O'Leary Lion's Club building in O'Leary. Work on this project began in February . These items along with a 17 week youth project in the Employment Unit created additional stresses on the Administrative Staff.

Community Inclusions continued to work with Danny Redmond from the Department of Community Services, Seniors and Labour . Quarterly Statistics are regularly to the department. Also Danny is good to keep the organization abreast of information of interest.

General items of note:

- ✓ Web Site that is updated on a bi-yearly basis.

Staffing

Staff at Community Inclusions continued to do their jobs at a high level. 2010-11 proved to be a busy year with the addition of new five positions for Alberton House. This also created other opportunities as some of the Tignish Group Home Staff moved to Alberton.

General items of note:

- ✓ Nancy Arsenault was hired full-time at Alberton House.
- ✓ Heidi Butler was hired full-time at Alberton House.
- ✓ Lyndsay Harris was hired part-time at Alberton House.
- ✓ Jackie Stewart was hired part-time at Alberton House.
- ✓ Wendy Flemming was hired part-time at Alberton House.
- ✓ June Delaney was hired full-time at the Tignish Group Home.
- ✓ Helen Gamble was hired full-time at the Tignish Group Home.
- ✓ Community Inclusions continued to benefit from various project funding initiatives. Temporary staff were hired through: the Employment Development Agency. On the Job Placements came from Career Bridges and through the Resident Care Worker Program from Holland College.
- ✓ Regular Management Meetings.
- ✓ Safety Committee Meeting and Site Inspections.

During the past year staff took part in many in-house and external professional development opportunities. These included a refresher and certification training in Mandt, training from Canadian Mental Health and once again staff took part in the organization's Annual Staff Fun Day, staff golfed at St. Felix Golf Club. Staff also attended Dinner Theatres in Summerside in the Summer and for the Christmas Party at Cousin's Diner.

Programming

The Site Manager's\ Employment Unit Reports cover the main points related to programming and employment. Please read them to hear about all of the happenings over the past year. Nearly every aspect of Community Inclusions planning\programming, and the support we provide, comes from solid, well thought out Case Plans. Case Plans are reviewed annually and are adjusted according to various staff input and plan outcomes.

General Items of Note

- ✓ Of note, the organization in conjunction with it's Employment Unit was successful in applying for a 17 week program designed to provide youth under 30 with life and employability skills training, job shadowing, tours and a community partnership. Funding for the project was provided through Service Canada's Skills Link Program.
- ✓ With the changing needs of our client population, both current and those newer clients attending or wanting to attend, there will be a need to address our current staffing model in the coming year. As participants of our programs are key to fulfilling our mandate, this will be an important item to address.

Housing

Construction of Alberton House was completed in July of 2010. The house was the culmination of years of hard work by this organization and its partners. The residence was at or near full occupancy for most of it's initial year in operation. It was a year of new experiences for the organization, staff and most importantly the residents of the house. Community Inclusions looks forward to year two at the house and continuing to work with the residents to achieve their goals.

Community Inclusions was successful in its applications for Affordable Housing dollars from both the Federal and Provincial Governments for the development in O'Leary. The organization was also successful with it's application to Skills PEI to renovate the same location for the move of it's offices and development of the basement at the same location.

With the success of the above, the organization entered into a partnership with the O'Leary Lion's Club. They donated their building and a sizeable piece of land to Community Inclusions. This is to be used for a planned housing development and the moving of the organization's main offices. The O'Leary Lion's Club will retain it's meeting space. Completion of the project should be in July/August of 2011. We are extremely grateful to the O'Leary Lion's Club for entrusting their building and land to us.

General Items of Note

- ✓ The Community of O'Leary also made a sizeable donation to the project which was used to cover some of the pre-development costs. We look forward to this new development being part of the great Community of O'Leary.

Closing Remarks

Thank you to all the various organizations and individuals who continued to support the work of Community Inclusions. Also thanks to the Provincial Department of Social Services and Seniors and Labor for their continued support this past year.

Thanks to all of Community Inclusion's staff for all of their hard work this past year. Thanks also to the Management Team of Community Inclusion's your input is valued as well as your key guidance concerning front-line issues.

Thanks to all of the individuals who participate in our various services, our mandate is built around meeting each one of your needs, it has been a pleasure working with you to help reach your goals.

Thanks to the Board of Directors for all of their support and guidance this past year. Community Inclusions certainly continues to benefit from your leadership. Special thanks to retiring Board Member Debbie Gorrill . To those Board Members who are remaining, and for those just coming into the fold, I look forward to working with you for the 2011-12 Year.

Don't resist change, contribute to it

Respectfully Submitted,

Kevin Porter
Executive Director

***Residential Services Coordinator
2010-2011 Annual Report***

Residential Resource/Alternate Living Program

Following are the highlights of residential support for the year of 2010/11:

The highlight of the past year was the opening of Alberton House with the Grand Opening on July 26.

- ▶ I attended several meetings with families, residents, Disability Support Workers, Financial Workers, and the local Occupational Therapist to prepare for the move which happened on July 23.
- ▶ Kevin and I interviewed and hired staff which consisted of two 100% positions, two 60% positions, and one 40% position. We developed a staffing model and did orientation with the staff.
- ▶ Worked on Admissions Policy, Tenant Agreement and House Rules with Kevin and Debbie Gorrill in regards to the Alberton Home.
- ▶ Nancy Arsenault prepared Staff and Residents Files, and set up the office and household supplies and had the house complete before people moved in.
- ▶ Six residents moved in the weekend of July 23 and by November all rooms were occupied with eight residents. One resident moved out in March 2011.
- ▶ Case Plans were developed with each resident with the assistance of their families.
- ▶ Overall Alberton House has been operating smoothly, thanks to a great staff who worked hard supporting people with the transition from their family home to Alberton House while working on personal/social skills and sharing a home with others. .
- ▶ We had a parent/family night which was a social followed by a meeting with residents and their families.
- ▶ Standards and Policies in relation to Associate Family Guidelines were adopted province wide, which included approval from the Community Inclusions Board of Directors.
- ▶ Attended meetings in connection with the O'Leary Lion's Club Project . Also met with Tignish Initiatives and another interested person to discuss the need for housing in the Tignish area for people with disabilities.

- ▶ Followed up on several new referrals for people who have complex needs. There are limited supports to offer people who have greater needs. We need to concentrate on this since more and more people are coming to us who require more support.
- ▶ Assisted families and resource providers in developing respite care and in home support.
- ▶ Worked closely with Disability Services Workers, Financial Workers, Adult Protection, Occupational Therapist, Community Care and Canadian Mental Health to support families with their desired housing needs whether it be in home or community.
- ▶ Attended several meetings to develop a residential and day plan to support an individual moving from Summerside to an Associate Home.
- ▶ Supported an individual moving to an accessible home.
- ▶ Met with three families to plan respite care support for their family members who are transitioning from school to community.

Supports included:

- Alternate Living Program Reviews
- Individual assessments
- DSP and Financial Reviews
- Advocating for One on One Support
- Assisting families with emergency and extended respite care
- Referrals from other agencies
- Family and Case conferences
- Problem solving
- Transitional Planning from school to community
- Transitional Planning from home to community
- ▶ Case conferences and ongoing monitoring was performed to support clients and care providers to identify unmet needs, set goals and implement supports to ensure desired outcomes.

Tignish Residence

- ▶ The home located in the community of Tignish provides a comfortable, inclusive environment to four individuals who reside on a permanent basis. Each resident has an active case plan that staff work with to assist with individual goals.
- ▶ In **Tignish** we provided 207 days of scheduled respite care, while in **Alberton** we provided 62 days of respite care. During the year we provided emergency respite care to three individuals.

- ▶ Social/Recreational Activities include: Ivan's 50th Birthday Party, community functions such as benefits, weekend away at Briarwood, dances, weekly bowling, Two day Special Olympic Bowling Championship in Charlottetown, swimming, barbecues, visiting family and friends, etc. Not all residents participated in all of the above since we strive to meet individual likes and interests.
- ▶ CMHC (Canadian Mortgage Housing Corporation) replaced the downstairs bathroom, roof, and painted.
- ▶ Staffing consists of four full time permanent workers and one individual support worker for sixteen hours a week. The service operates 24 hours a day 7 days a week with a shift model of four days on and four days off.

Staff

- ▶ **Tignish:** Carmen Cornish, June Delaney, Helen Gamble, Emily Barnes and Theresa Arsenault.
- ▶ **Alberton:** Nancy Arsenault, Heidi Perry, Lindsay Harris, Jackie Stewart and Wendy Fleming
- ▶ Our casual list is updated regularly.

Staff Development included:

- Tourette's Syndrome
- Health and Safety
- Mandt System Training (three days)
- Autism Training
- Behavioral issues in the workplace
- Proper use of fire extinguisher
- Monthly staff meetings
- Management meetings
- Staff Evaluations

Thanks

- ▶ Special thanks to all whom we worked with over the past year to promote inclusion: clients, families, resource providers, Social Services and Seniors staff, and members of the community.
- ▶ Sincere thanks to the staff for your dedication, commitment and team work to support the needs of residents to have a meaningful life and autonomy. You are to be commended for the excellent care that you provide along with the ability to build individual healthy relationships based on respect and acceptance.

- ▶ Thanks to the family of Ivan Arsenault who donated 250 dollars toward the Tignish Residence.
- ▶ Thanks to the family of Marie, Shirley and Christine Buote for memoriam donations in memory of their dad.
- ▶ Thank You to Community Inclusions Board of Directors and Executive Director, Kevin Porter for your leadership and direction to motivate and inspire us to live up to the vision of **“Inclusion for All.**

Respectfully Submitted,

Ethel Ellsworth
Residential Coordinator

Quote:

“Inclusion for all cannot be achieved alone. We know that a team of like minded people have the power to make things happen.”

***Maple House Centre
2010-2011 Annual Report***

In total we have seventeen individuals receiving service at the Maple House Centre. Thirteen attended on a daily basis with five coming in part-time throughout typical week. Ages ranged from High School transition to eighty years of age. With such an age range you also have a diverse range in needs and goals this has made for many challenges as well as rewards throughout the year.

We have had several individuals in during the year who have only been in on a short term in order to gain some skills and working with the Employment Unit have been placed in E employment positions.

Sessions held through the year for individuals to take part in:

- | | |
|----------------------|--------------------------|
| -Hygiene | -Healthy Menu Planning |
| -Healthy Eating | -Respect |
| -Conflict Resolution | -Proper Dress for work |
| -Circles Program | -Fire Safety |
| -Kitchen Safety | -Fire Drills |
| -Anger Management | -How to Deal with Stress |
| -Weekend events | |

In August we started monthly themes, having individuals involved in doing up a display board that is in the lunch room, and gathering information through the internet for games information and sessions including Seasons, Holidays's, Special Events and World News This has made individuals think about what is going on in the world around them as well why there are certain holidays with the history behind them. We also looked at what the seasons are and why we have them. Staff have put together an Activity Binder to go along with each of the seasons, holidays with the sessions and activities.

In October Deanna and I met to discuss programming and supplies that were needed on-site to help with this, we then compiled a list of supplies needed for each site and after approval purchased the supplies needed to make the programming changes needed to each site.

The Board Maker Program was purchased and with this program we have been able to make a couple of recipes for individuals to use who cannot read this has made them more independent in the bakery. We have also made a Hygiene Bingo Game for individuals to use as part of sessions regarding Hygiene.

Community Access and Involvement

During the year we have had some special guest in to play music, Roy and Leo Arsenault were in for the Christmas Party, as well George Doucette was in to play Santa and pass out presents.

Students from the Sports Council were in on Friday mornings during the summer to take individuals out for walks as well as play games and exercise.

Individuals from Tignish were down for a barbeque and we also supported individuals to go to Tignish for a barbeque. Wilma Jones and I played guitar and sang.

The Blue Grass Group, the Shin Kickers were in for an afternoon to play music.

Four individuals were supported to attend the Science Fair at Hernewood School. Three Individuals were supported during the month of October to go to Arlington Orchards to pick apples, when they returned the apples were used to make several different snacks for people to enjoy.

Everyone was supported to go over to the Potato Museum for a tour and to try some of the Potato Fudge.

During the month of June all individuals and staff with the financial support from the Medicine Shoppe were able to rent a van through Eclipse and pack a picnic lunch and spent the day at Avonlea Village in Cavendish. Everyone had a great day.

Individuals put together 250 snack bags for the Seniors Expo for the West Prince Sport's Council.

Flyers were folded for the O'Leary Co-op for their Grand Reopening, a total of 500 flyers was done up over a two-day period with five individuals involved.

Individuals are supported to do deliveries at the Co-op and Guardian drug store twice a week with the bakery.

Grocery shopping is done on a bi-weekly basis with one to two individuals taking part in this for the On Site Lunch Program.

Four individuals from here were supported by the Employment Unit with the Odd Job's Crew.

Bakery / Furniture

The bakery has been busy over the past year, with the summer months and Christmas being our busiest times. Over the past two months we have been working on our inventory, product costs supply costs to see where costing needs to be in the coming year. We now have signage on the highway through the Department of Tourism. This has helped with customers during the tourism season as well as throughout the year as we still have customers coming in that did not know that there was on a bakery on this road.

Our store front has received a face lift with new shelves built there is now room at eye level for all products to be displayed as well as a few new ones.

There was a Cold Storage Room built in the basement to help with costing so that we would be able to buy more in bulk when items go on sale. This has helped a lot with some of our storage issues.

Again this year we were involved with West Prince Ventures, for their CBDC (Community Business Development Corporation) Day. 100 packages of cookies, squares and cinnamon rolls were done up and delivered to local businesses in the communities of West Prince. This also made for some free advertising for us.

Individuals were supported to fold flyers for the bakery for Christmas that were given out to customers in the store as well as going out in the Penny Saver.

In the bakery there are several individuals who are supported by staff working in this area. The scheduling is worked out in the mornings as to what is needed in the bakery and what is planned for activities in the other parts of the building.

The Furniture Department had a bust year with approximately thirty customers having furniture done from small to large pieces as well as full dining room sets. There is one individual working in this area on a full time basis and another works their part- time.

Staffing and Staff Training / Social Interaction

There continues to be three staff supporting individuals on a daily basis with one individual receiving one on one support for six hours per week. There is two full time staff in the bakery on a daily basis. Judy Bryan and Norma Getson were in on projects in the bakery during the busy Christmas Season. One staff was off for the months of August and September on sick leave and we used relief to back fill when needed at that time.

- Customer Service put on by Resources West
- Behavioral Approaches to people with Disabilities
- MANDT Review and Re-certification

- Presentation on Tourette's, Obsessive Compulsive Disorder, and Attention Deficit Hyperactivity Disorder HD with Kelly Gavin
- Tours of Habourview Training Centre in Souris and Kingswood Centre in Montague
- Tours of a couple of Rural Centres in New Brunswick
- One staff over to Halifax to APSEA (Atlantic Provinces Special Education Authority) to observe an individual for a day
- Staff evening out at the Brother's Two during the month of August
- Staff Breakfast put on by the Board of Directors and Golfing (both for the Annual Staff Fun Day) in the afternoon
- For the Staff Christmas Party we all attended the Dinner Theatre at Cousins in Tignish

In closing I would like to thank all the staff and clients at Maple House Centre for making it a great place to work and grow as a person as well as an organization. Over the past year we have grown as individuals and as a team working together to make those changes happen with each of us bringing something different to the table.

I also would like to thank, Kevin Porter our Executive Director for his support and guidance over past year in helping us to move forward and to grow as an organization. To the Board of Directors, all of your behind the scenes work is what makes all of this possible, thank you.

Respectfully Submitted,

Nancy Doucette
Site Manager

***Tignish Workshop
2010-2011 Annual Report***

Community Involvement \Employment

Clients are employed with , MJ's Bakery, St Louis School, Tignish Parish Center, Pizza Shack, Tignish Co-op and Montrose Gardens.

Number of clients picked blueberries for Hackett's.

Lisa with her Job Coach Wilma helped maintain flower beds for a client in Mill River area.

Thanks to Maple House for hosting a fun day and barbecue.

Clients and staff have worked hard together to maintain and enhance existing programs and to keep and expand involvement in the community.

Natalie Horne Gallant, Employment Counselor Melissa Shaw Assistant Employment Counselor \Job Coach worked with staff to help provide many skills, training sessions and supports to our clients in finding employment. Many sessions were done on Resumes, Interviews, Safety, Proper Lifting, Personal Hygiene, and Proper Behavior in the Workplace. A big thanks to all for your hard work and dedication to our clients.

Clients attended outings with ACL such as dances, bingo's, camping. great for our clients to be able to have a great program to access.

Clients help pick out flowers and make a wonderful flower bed in front of our building.

Clients took turns doing groceries/ picking up mail.

Clients supported by staff went to visit O'Leary Potato Museum, Alberton Museum and Arlington Apple Orchard.

Number of our clients attended Canada Career Week held at the Industry Centre Bloomfield.

Clients attended the Employer Appreciation Night held in Alberton

Clients enjoyed going to the Library to read and sign out books.

Marie is now volunteering two afternoons a week at Tignish Co-op Seniors Home.

Centre Based

Holland Collage Students in to do a Pass Evaluation (evaluating programs and systems) , this was a great experience for clients and staff and the overall organization.

We have three new clients attending the Tignish Training Centre on part- time basis.

Clients enjoyed over the year doing a lot of scrap booking pages of old pictures and all occasions cards.

Clients assisted by staff planted a veggie garden we had great success.

Over the year we celebrated clients birthdays with a cake and a favourite meal.

Thanks to Jamie Lee for keeping the grass cut and yard tidy

Workshop hosted a barbecue Group Home came over had a great day.

Session on Fire Safety for Fire Prevention Week

Client Adam Arsenault took a leave to work at the Tignish Co-op for few months.

Workshop based activities included client/staff meetings, educational videos, Clients are responsible for the planning, shopping and preparing of meals as well as keeping the workshop clean and tidy inside and out. Clients also work on computer, math and reading skills.

Heather Dennis and Bobby Clark attended the workshop while on respite at the Tignish Group Home.

Staff have done a variety of sessions over the past year on: Earth Day , Healthy Food Choices, Feelings, Interviews, Relaxation. Crafts, Cooking, Change, Bullying and Respect , Fears, New Goals , and Living on Your Own. There was great participation by all.

Clients provided a laundry service to Cut's and Stuff in our community.
Clients are responsible for pickup/delivery bills.

Recreation

Over the winter months clients participate three mornings a week to a three mile walk exercise and during the summer they walk outside when weather is permitted.

During summer months clients and staff walk on the confederation trails/ beach.

Some clients walk up street when weather is permitted.

Clients love the Wii gets them moving they love Just dance and bowling

Staffing

We have two full- time staff supporting clients and one on one support staff for 24 hrs week.

While Ethel was off Deanna filled in for her Laurie stepped in to Deanna's role and Jacqueline Finley filled Laurie ann's. Great experience for all

Laurie Anne Waite was out for awhile due to back operation.

Deanna visited day programs in NB area.

Staff attended Brothers Two Dinner Theatre during the summer and Christmas Party at Cousins for their Dinner Theatre, it was great to see all staff get together.

Laurie Ann and other Safety Reps. visited all sites to do an inspection

Over the year we have had individuals from Career Bridges in to job shadow.

Monthly Management Meeting were held so staff could work on Staff Development Days, Family Meetings, Health and Safety and Case Plans. These meetings are beneficial in creating staff relationships, staff support and ensuring accountability within our organization.

Staff training and professional development days consisted of: Safety Meetings, Annual Staff Breakfast, Mandt Training refresher , Autism Training.

Thank you to Community Inclusions Board of Directors and Kevin Porter for leadership, direction and support throughout the year and I look forward to working with you in the coming year.

A special thanks to all staff for your commitment, support and dedication throughout the year.

Respectfully Submitted,

Deanna Keough
Site Manager

***Employment Counselor
Annual Report
June 16, 2011***

Staffing

The Employment Services Program has two full time staff. Natalie Horne-Gallant is the Employment Counselor and Melissa Shaw has been hired to work as the Assistant Employment Counselor\Job Coach. There have been several times this year that extra staffing was required and we have been fortunate enough to have Nicole MacInnis, Wendy Flemming and Megan Gallant to assist us. We also had Melissa Cooke and Sarah Jeffery Co-ordinate the Let's Get Working Program.

Clients

The caseload continues to grow and change in our service. We have new people coming in, clients finding employment, as well as others moving to more central locations. We currently have approximately 42 clients on our caseload. The Employment Services Program is continuing to grow with more and more students exiting the school system and are looking for employment.

Transitions

I continue to sit on the Transitions Committee based out of Westisle Composite High School. This committee meets approximately three times a year to discuss how to assist students to transition from high school to work or additional training . This committee is made up of professionals that support students throughout transition.

On May 25 & 26 of 2010 we held the first two day workshop called Looking Forward to Work in the Community of O'Leary. This was an opportunity for students in Junior and Senior high Schools in West Prince to get together with Employment Service Providers, Resource Teachers, Educational Assistants and guest speakers to talk about what work is. Students had a variety of different activities to participate in.

One in particular activity was to walk to different businesses and ask questions about the types of training needed, wages, hours of work and how many employees they currently employ. This was a great event and it allowed the students and Employment Service Providers a chance to meet. It gave the students a chance to see people at work and got them thinking about what they would like to do in their future. It was a great success.

I was invited to attend several individual transitions meetings with families to inform them of our services. We are seeing a higher number of students that are leaving Westisle that are accessing our services. Students were invited out this year to attend Canada Career Week Activities supported by an Educational Assistant.

Training

A great deal of training was held during Canada Career Week. We hosted a week long series of activities in Alberton, Tignish and O'Leary for individuals to participate in. We had our annual Employer Appreciation Night based out of Briarwood. This year we presented two awards, the Annual Sherri MacInnis Employer of the Year that was accepted by Nancy Wallace and Bev MacWilliams from the O'Leary Village Office and The Sherri MacInnis Perseverance Award that was presented to Jenna Smith.

Throughout the year many training sessions are held. This year the Employment Counselor had 25 training sessions with an average of eight to nine individuals participating at each. The topics varied from Proper Lifting, Healthy Self-Esteem, Workplace Safety, Entrepreneurship, Tourism, Employer Expectations, Nutrition and Active Living.

Four staff from Community Inclusions Ltd. Traveled to New Brunswick to see two different training centres in rural areas. Staff were very impressed both centres; Crosswinds in Sussex and L'Artisan in Memramcook. Idea sharing was very beneficial to all.

The Province of PEI is now responsible for overseeing the Employment Assistance Services Contracts and they have put a new computer system in place for tracking statistics. Staff were given training on how to use the system.

Youth Skills Link

This year the Employment Services Program was able to run another Youth Skills Link program. This 17 week program was designed to provide individuals with life and employability skills training, job shadowing, tours and a community partnership. The program consisted of two staff and six participants in the program that was based out of Alberton Employment Resource Center. Sharon Horne donated the space for the program. The program had twelve volunteer placements that participants job shadowed in over the duration of the program.

Throughout the program the participants volunteered with Kid's West Summer Camps Program in all four West Prince locations. This was a valuable experience for the participants, the staff and participants of Kid's West. The group assisted program staff with preparing snacks, participating in play group, and at the end of the Summer participants prepared a puppet show on inclusion.

Four out of six participants gained employment after the program completion. One decided to return to school. The group learned a great deal from the program and it wouldn't have been as successful without the hard work of the staff co-ordinating the program, Melissa Cooke and Sarah Jeffery. Many thanks goes out to them.

Employment Sites

Short Term:	M &M Lucky Hooves, Elmsdale Daycare, O'Leary Potato Museum, O'Leary Racetrack, O'Leary Lion's Club, Kid's West,
Long Term Contracts:	O'Leary Farmers Co-op, Atlantic Prepared Foods, Pizza Shack, O'Leary Community Center, O'Leary Co-operators Insurance, Bett's Mills
Other Contracts Odd Jobs:	Hackett's Blueberries, Community Inclusions Ltd., Cuts and Stuff, and we have had several private homes that we have completed work for. Some of the tasks have been gardening, housework, yard work, painting, and potting flowers.
Volunteering:	Alice Duncan Inter-generational Center, Tignish Seniors Home, Alberton Elementary, Bloomfield Elementary, Alberton Library, Elmsdale Daycare, Kid's West, Valley View Motors, Briarwood Inn, Rodd Mill River Resort, Tyne Valley Library, Tyne Valley Oyster Festival, W.P.Griffin Inc. O'Leary Home Hardware

In conclusion we have had a successful year with many new and exciting events. First of all for the many individuals that we work with, thanks for your continued dedication, support and patience while working with us over the last year. I would like to thank Kevin Porter and the Board of Directors for their guidance and support over the last year. A big thanks goes out to Transportation West, the Disability Support Program Staff and the Financial Assistance Program Staff for always working to support the people we are working with. Last but not least to the Employment Services program staff ; Melissa, Nicole, Wendy, Melissa C, Sara and Megan. Thanks for another great year!

Respectfully Submitted,

Natalie Horne-Gallant
Employment Counselor

***Assistant Employment Counselor\Job Coach
2010-2011 Annual Report***

Month	Job Coaching Hours
April 2010	8
May 2010	15
June 2010	53
July 2010	13
August 2010	40
September 2010	9
October 2010	47
November 2010	24.75
December 2010	24.75
January 2011	19
February 2011	13
March 2011	24.75

Total hours Job Coaching: 291

Locations of Employment

O'Leary Community Center	Elmsdale Daycare
Potato Museum	Tignish CO-OP
O'Leary CO-OP	Hackett's Blueberries
O'Leary Race Track	O'Leary Co-operators
M+M Lucky Hooves	Tignish Senior's Home
Tamara's Pet Parlor	Bett's Sawmill
Pizza Shack	

Odd Jobs

Flower Gardens	Painting
Raking Leaves	Garage organizing
Cleaning Houses	Shredding Paper
Wood Packing	Office Cleaning

Life Skill Training

Self Esteem	Telephone Manners
Building a portfolio	Communication Skills
Hygiene	Work Ethic
Respect	Manners
Recycling	Appropriate Conversation
Appropriate Behavior	Relationships
Boundaries	Conflict Resolution
Change	Personal Space
Job Preparation	

Number of hours completing life skill sessions: 56 hours

Business Tours

Summerside Job Fair	Red Shore Seafood
Tignish Workshop	West Point Lighthouse
Maple House Training Center	West Point Gift Shop
Holland College Charlottetown	
Raven Wood Stairways	

Professional Development:

OSCM (Employment Reporting System) Training	Canadian Mental Health
Employment Standards Act	Career Development Conference
Autism Training	Mandt Training
Workplace Health and Safety	

Other Highlights

Odd Jobs continues to be busy and provide great work experience for the individuals who participate.

Met with numerous individuals who are interested in Community Inclusions Services.

This year there were 15 participants either volunteering or in paid positions.

Respectfully Submitted,

Melissa Shaw
Assistant Employment Counselor

