



Irene Gomez-Bethke Papers.

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UNIVERSITY OF MINNESOTA
TWIN CITIES

Agricultural Extension Service
St. Paul, Minnesota 55108

September 20, 1978

Irene Bethke
Homeward Bound Inc.
4741 Zealand Ave. No
New Hope, MN 55428

Dear Irene,

I am pleased to inform you that you have completed the University of Minnesota Quality Assurance certification process. Enclosed is your certificate in food safety. You can display it with pride as a notice to your customers that you intend to do everything possible to ensure the safety of their food.

Your health inspection agency has been informed of your program's approval and you can expect them to review it the next time they visit your operation. In addition, remember you should post the QA sections in your operation to guide your workers in their daily activities.

Again, congratulations and good luck in the future. If you should have any questions on safe operating procedures, please contact me or your sanitarian at any time.

Sincerely,

Oscar P. Snyder, Jr. Ph.D
Associate Professor and
Extension Specialist
Hospitality and Food Service
Management

OPS:bsh

cc: Charles B. Schneider

Section 1
FOR ALL PERSONS
NOTICE OF QUALITY ASSURANCE PROGRAM
FOR THE PREVENTION OF
FOODBORNE ILLNESS TRANSMISSION AT
HOMeward BOUND INC.
4741 ZEALAND AVE. NO.
NEW HOPE, MINN. 55428

In voluntary compliance with Federal Food and Drug Food Sanitation regulations, and the suggestions in the University of Minnesota quality assurance educational program for the prevention of foodborne illness in food service operations, I have developed the following plan to meet the specific sanitation needs of this food service operation.

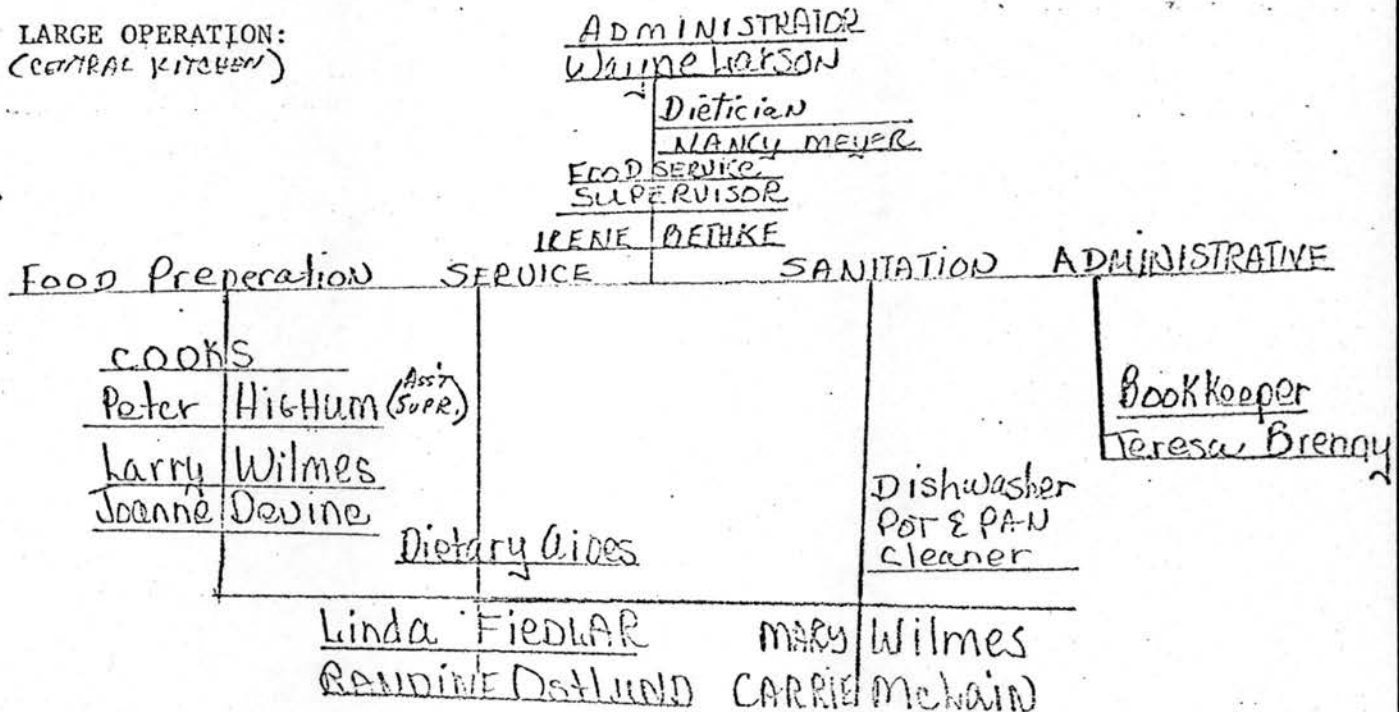
It is my policy that this food service establishment operate following food handling and sanitation procedures that insure to the ultimate that each customer is served food only of the highest sanitary quality. To achieve this end, all personnel have been trained in the science of safe food handling and to recognize unsafe practices. It is my desire that my employees unerringly follow safe personal hygiene practices and maintain superior food sanitation procedures.

Signed *Gene M. Bethke*

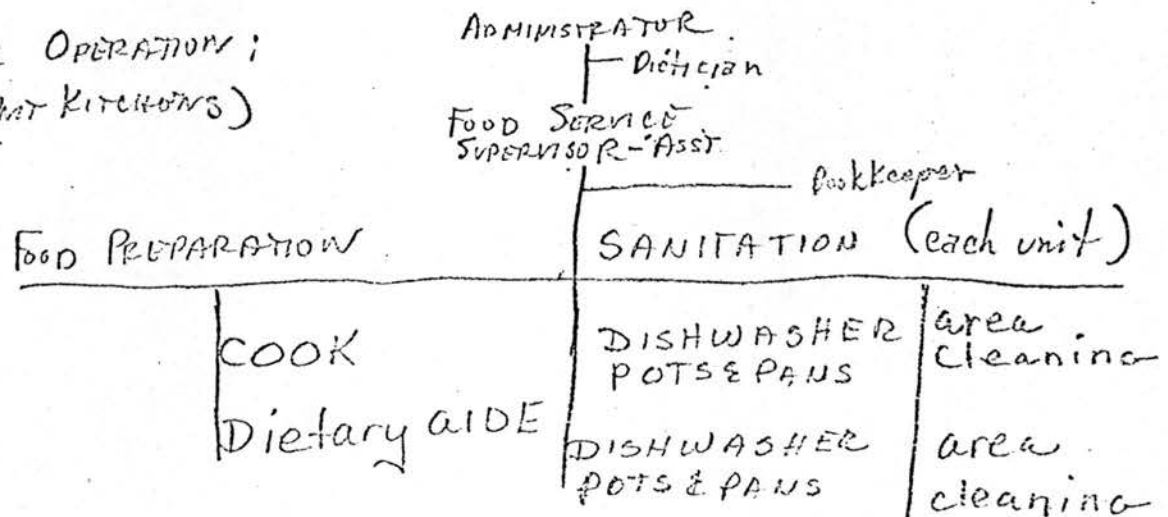
ORGANIZATION OF SANITARY FOOD SERVICE

This organizational chart prescribes who is responsible for training and control of personnel at each organization level in how they must perform their service job to prevent the transmission of a foodborne illness. It is the policy of this organization that each person at a higher echelon of supervision will be responsible for the training and continual safe food handling and personal hygiene practices of the people that work under their supervision. Supervisors are responsible for a personal hygiene inspection of their people each day at the beginning of work and for intermediate training and correction whenever their people deviate in following specified control procedures to block the transmission of foodborne illness.

A. LARGE OPERATION: (CENTRAL KITCHEN)



B. SMALL OPERATIONS: (FULL UNIT KITCHENS)



Section 3

CONTROL POINTS FOR PREVENTION OF FOODBORNE ILLNESS TRANSMISSION:

QUALITY ASSURANCE DUTIES FOR ALL FOOD SERVICE PERSONNEL

The following are the basic control procedures of sanitation every employee in this establishment is expected to observe in order to achieve a superior performance in the prevention of the transmission of foodborne illness to our customers.

All employees will:

1. WITHOUT FAIL scrub hands and fingernails after use of the toilet, after smoking, touching dirty equipment or clothes, blowing your nose and after touching any other unsanitized surface before you handle food, especially cooked food and food which will be served without being heated.
2. Keep fingernails neatly trimmed in order to make it easier to scrub them clean.
3. Keep your body, skin and hair sufficiently clean so there will be no temptation to scratch or touch the body and contaminate your hands while handling food or food contact items. Hair will be restrained or covered to reduce the hazard of contaminating the hands.
4. Be sure all cuts or abrasions are free of infection and then bandage and cover them with a waterproof protector. Show the manager that you have taken care of the wound.
5. Notify your supervisor if you are ill so that you can be either excused from work altogether or assigned to work away from food-handling areas, and this way not pass on your illness to our customers.
6. Refrain from handling raw food, and then, without washing hands, handling cooked food. Raw food must always be presumed to be covered with thousands to millions of microorganisms and able to contaminate cooked food.

7. Refrain from possibly contaminating food by washing your hands in sinks used to clean food or food equipment, or by using wiping cloths to remove perspiration.
8. Only use equipment in food service and preparation which you know to have been recently sanitized so there is no chance of unknown contamination.
9. Wipe down your work station with a chemical sanitizer every two hours in order to prevent the growth and spread of bacteria.
10. Use cleaning and sanitizing solutions separately when sanitizing equipment and facilities, since combining them reduces their sanitizing capacities.
11. Report potentially hazardous food handling practices or potentially hazardous foods to your supervisor immediately. If no action is taken, and you still believe that there is a hazard, call me.

To wash hands thoroughly, as when coming from a bathroom or after a break, wet them with warm water, get enough soap from the dispenser to work up a good lather, and scrub each hand with the other from wrists and palm base to fingertips. Scrub in between fingers and backs of hands. While hands are still soapy, scrub fingernails with brush. Rinse in warm water. Repeat the process a second time working up lather and so forth, in order to be very sure you have effectively reduced the number of bacteria on your hands.

Section 4

PREVENTION OF FOODBORNE ILLNESS: QUALITY ASSURANCE DUTIES OF THE FOOD PREPARATION PERSONS:

CHEFS, COOKS AND SALAD PERSONS

As a food preparation person, I will follow the general QA duties, and in addition, I will always:

1. Hold food above 150°F or below 40°F when it is to be held for longer than two hours. This two hours is only for freshly prepared food. Food previously held at temperatures between 150°F and 40°F for more than two hours can have bacterial growth and should be heated to 165°F throughout and be served within 30 minutes.
2. Cool food between the temperatures of 120°F and 60°F in less than two hours, and between the full temperature range of 40°F and 150°F in less than four hours.
3. Store food that must be cooled in sanitized pans so that the height or thickness of the food is equal to or less than two inches so that cooling can occur in four hours or less.
4. Store prepared food above raw food in order to prevent the raw food from contaminating the prepared food.
5. Wash my hands between handling raw food and cooked food and get new, freshly sanitized preparation equipment.
6. Use separate work areas and separate equipment for working with raw and cooked food so that no equipment with raw food biological contamination will contact cooked food.
7. Insure that I only use equipment, utensils and work surfaces that I have personally recently sanitized or that I know positively have been sanitized.

8. Take a fresh sanitized utensil each time I taste the food I am preparing, so that bacteria in my mouth will not get into the food.
9. Sanitize food preparation work area surfaces with a sanitizing solution every two hours while food is being prepared.
10. Observe all ingredients as I use them in food preparation and reject any that are off-color, have strange odors, appear to have bubbles when they shouldn't, or in any other manner that appears to be different.
11. Critically visually inspect food immediately before I put it out for serving and ask myself, am I sure this food has never had a temperature time period of over two hours between 120°F and 60°F when bacteria could have grown.
12. Be especially careful to provide the cleanest possible food with the lowest bacterial counts for carryout service or in catering, because I don't know how the customer might abuse the food.
13. Thaw food in a safe manner to insure that the product's outside temperature never rises above 40°F. I will remember that thawing under running tapwater is hazardous since tapwater is normally about 70°F or hotter.
14. Handle solid beef roasts cooked to temperatures less than 140°F in a very careful sanitary manner, since there is only limited destruction of microorganisms. Since the microorganisms will mainly be on the surface in solid meat, the surface must be kept at 150°F or higher during holding. If the internal temperature of the beef is less than 120°F when it is started to be served, the roast and juices can only be kept for two hours. After that time, it should be removed, rapidly chilled, and used in another form in another recipe where it can be heated to above 165°F. Be very careful to prevent contamination and growth of staphylococcus because the toxin can't be eliminated.

Section 5

PREVENTION OF FOODBORNE ILLNESS: QUALITY ASSURANCE DUTIES OF THE SERVICE PERSONS:

WAITER/WAITRESS AND BEVERAGE/BAR SERVER

As a service person, I will follow the general QA duties, and in addition, I will always:

1. Refrain from touching food contact surfaces of tableware because my hands always have bacteria on them and I don't want to cause the customer to become ill.
2. Double check tableware for clean appearance before I set it in front of a customer.
3. Use tongs or a scoop to fill glasses with ice so that there is never a chance of a chip of a glass getting mixed in the ice.
4. Make sure dirtied eating areas are promptly cleared and cleaned with a detergent soaked cloth. Every two hours, or more frequently during heavy serving hours, I will spray or wipe a clean sanitizer on the table surface to prevent bacteria buildup.
5. Make sure used and otherwise exposed food and tableware is disposed of so it cannot contaminate unused food and clean food areas.
6. Realize that I am the final link in the prevention of the transmission of foodborne illness and feel free to reject and report to management improperly warmed or held food, or food that shows signs of deterioration.
7. Make sure that any food I serve is kept hot at above 150°F or cold below 40°F. If it must be held at a temperature at which bacteria grow rapidly, then I will throw out the old and get new food every two hours.
8. Make certain that my work station is clean and orderly, free from debris and spilled food. I will wipe it down with a sanitizing solution every two hours.

9. See to it that condiments are clean and uncontaminated. I will replace anything that looks suspicious.
10. Make certain that all beverage dispensing equipment is cleaned properly and as often as necessary.
11. When handling milk and milk product dispensers, clean them thoroughly, especially the gaskets, and will always sanitize them before they are put into use each day. I never know what happens when the establishment is closed.

Section 6

PREVENTION OF FOODBORNE ILLNESS: QUALITY ASSURANCE DUTIES OF THE SANITATION TECHNICIANS:

DISHWASHER/POT AND PAN WASHER AND BUSPERSON

As a sanitation technician, I will follow the general QA duties, and in addition, I will always:

1. Clear tables promptly and neatly, washing them with a detergent-soaked cloth. I will change the cloth for a fresh one at least every two hours during use. It is best to use a disposable paper towel.
2. After clearing the table, never handle clean dishes, tableware, etc., until I have washed my hands.
3. Be very careful to handle dishes, tableware and utensils only by the outer, non-food contact surfaces and edges, since my hands may be quite contaminated.
4. Dispose of leftover food and dirty dishes so they cannot possibly get mixed in with clean unused food.
5. Every two hours, or more frequently during serving, spray or wipe a chemical sanitizer on the surfaces of the tables, to prevent buildup of bacteria.
6. Keep the washing machinery, sinks and storage equipment clean so that it will function properly and not recontaminate sanitized dishes, utensils, pots and pans.
7. Follow correct washing procedures, scraping and soaking so that equipment will be thoroughly cleaned.
8. Use proper detergents in specified proportions for each washing job.
9. Make sure water is at the right temperature and pressure for adequate cleaning.

10. Be cautious of dirty or old sanitizing solutions, and discard any solutions that have been sitting for more than two hours and have therefore probably lost its sanitizing abilities.
11. Examine washed and sanitized dishes, utensils, pot and pans on completion, and rewash and resanitize anything that does not look clean.
12. Take care not to contaminate food surface areas by touching, sneezing, or improper storage. If I do, I will rewash and resanitize the contaminated item or area.

Section 7

PREVENTION OF FOODBORNE ILLNESS: QUALITY ASSURANCE DUTIES OF THE ADMINISTRATIVE PERSONS:

STOREROOM/FOOD RECEIVER

As an administrative person, I will follow the general QA duties, and in addition, I will always:

1. Inspect incoming food products, spot checking for thawing, damage or pest infestation, and reject or completely separate any different-looking or smelling food.
2. Be alert for damage to cases or boxes that might indicate contamination from an outside source. I will spot check for pinholes, bulging, etc., in canned products.
3. Date and store all incoming food so that food preparation persons can use the oldest food first.
4. Make sure cold food is kept cold and refrigerated at safe temperatures immediately upon receipt. If in doubt, I will always refrigerate at less than 38°F.
5. Check non-food products for insect or rodent infestation and separate any suspect items.
6. Dispose of all empty containers properly in order to deprive pests of nesting and hiding places.
7. Keep newly-arrived food and unwashed fresh produce from contaminating clean or cooked foods and produce.
8. Store food in such a way that cross-contamination is impossible. I will store raw food in a different unit than cooked food, or else will store raw food underneath cooked food.
9. Maintain storeroom to insure that food will remain in top-quality condition for the longest possible time. I will constantly check freezer and refrigerator temperatures, defrost cooling units as necessary, and keep dry storage area dry and clean to provide a hostile environment to pests.

Section 8

CONTROL POINTS FOR PREVENTION OF FOODBORNE ILLNESS TRANSMISSION:

QUALITY ASSURANCE DUTIES OF THE OWNER/OPERATOR

As the owner/operator, I will:

1. Set an example for my employees by scrupulously obeying all general QA sanitation rules.
2. Periodically observe activities and food handling procedures at every station so I will know that my QA program is being followed.
3. Draw up a sanitation plan that is simple yet thorough; simple enough for everyone to understand without difficulty and thorough enough to prevent any possibility of foodborne illness to the customer.
4. See to it that this quality assurance plan will not be one more burden imposed upon my employees, but a system of internal involvement at all levels of our food operation so that this will truly be a team effort.
5. Make myself available to all my employees so that they feel encouraged to report food safety hazards and make suggestions as to how the program could be improved.
6. Take final responsibility for the quality assurance program at this food service establishment.
7. See that I provide adequate refrigeration facilities for my operation.
8. Make provisions to replace equipment when it begins to become a sanitation hazard in my food operation.
9. Provide clean washrooms, liquid soap dispensers and a method for hand drying that does not permit cross-contamination.
10. See to it that all equipment and areas are in good physical condition so that my people do not have to fight a poor work environment as well as the cleaning and sanitation duties involved in the operation of any restaurant.

11. Establish maintenance and service contracts as necessary to assure that my heating, washing and refrigeration equipment is always in top shape.
12. Train my employees in food service sanitation, and have meetings and seminars with my employees at least every 3 months, in order to discuss how our quality assurance program can be improved.

Section 9

MENU HAZARD ANALYSIS

The Menu Hazard Analysis is perhaps the most important section of a good QA program. First, select an item from your menu for each area or type of food on your menu. Try to select an item which has the potential to cause a foodborne illness. Next consider the complete process of preparing that menu item. Include everything from purchasing the raw ingredients to handling leftovers. Often drawing out a simple flow sheet diagram for each menu item selected is helpful. Now select and list the critical control points in your process. Typical critical control points for menu item preparation are purchasing, receiving, storing, prepreparation, preparation, holding, serving, cooling, reheating, and serving of leftovers.

The most important task is next. Explain how to control these critical points. Work this out with your cook. Try to list important times and temperatures that show you are controlling microbiological growth at each critical point in the menu item preparation. Include receiving and storage temperatures; temperature and length of thawing; temperatures of ingredients; internal temperature of products at the end of cooking, holding, and serving; holding times (maximum); reheating and holding times of leftovers. Below is an example.

MENU HAZARD ANALYSIS (continued)

| Menu Item | Critical Control Point | Critical Control Procedure |
|--|--|---|
| Dessert: <u>Baked</u> <u>Custard</u> | <p><i>Delmark Quick</i></p> <p>* Source/Receiving</p> <p>* Pre-preparation <i>INSTANT</i></p> <p>* Preparation <i>ADD D.G. cust. mix to scalding hot 180°-200° MILK</i></p> <p>* Cooling and holding <i>pour into pans or ind. cups Refrigerate 1-2 hr. at 40° under</i></p> <p>* Serving <i>cut before serving or place ind. cups in refig. part of cart serve immediately</i></p> <p>* Leftovers <i>None</i></p> | <p>* Use only ingredients from a safe source</p> <p>* Pre-sanitize all equipment (wash hands thoroughly after touching egg shells)</p> <p>* Mix ingredients. Pour into individual containers. Bake at 325°F, 45 minutes</p> <p>* Cover all servings and refrigerate immediately. Cool to 40°F in less than <u>4 hours</u></p> <p>* Place only enough in display case that will be served in less than 2 hours</p> <p>* Throw out after <u>one day</u></p> |
| Salad with Protein: <u>Tuna Salad</u> | <p><i>Cont. Minn. - Produce</i></p> <p>* Source/Receiving <i>Raw veg. Washed/Cleaned refrigerated</i></p> <p>* Pre-preparation <i>Tuna Mayonnaise all ing. at 40° or less</i></p> <p>* Preparation <i>cook eggs pul, rinse, refrigerate at 40°/less cook ring Mac. Rinse drain /refrigerate at 40°/less mix all cleanings. /refrig.</i></p> <p>* Holding</p> <p>* Serving</p> <p>* Leftovers</p> | <p>* Check cans for bulges or leaks cleans vegetables and <u>refrigerate</u></p> <p>* <u>Chill</u> all ingredients to 40°F, wipe tops of cans and open</p> <p>* Chop vegetable with sanitized equipment</p> <p>* Mix all chilled ingredients within <u>30 minutes</u> so the temperature stays less than 60°F</p> <p>* Place salad 2" deep in containers and refrigerate to 40°F</p> <p>* Keep salad chilled at less than 45°F in refrigerated counter no longer than two hours</p> <p>* Throw out if on serving line over 2 hours. Chilled leftovers should be kept chilled at 40°F and served <u>as soon as possible</u>.</p> |

MENU HAZARD ANALYSIS

| Menu Item | Critical Control Point | Critical Control Procedure (Include Times and Temperatures) |
|--|---|--|
| <p>1. Protein Based Appetizer</p> <p><u>Deviled Eggs</u></p> <p>Name of Item</p> | <p>*Source/Receiving</p> <p>*Preparation/Cross Contamination</p> <p>*Holding</p> <p>*Serving</p> <p>*Leftovers</p> | <p>* Safe and reliable source ^{IMMEDIATE} Refrigeration Less Than 40°</p> <p>* Wash Hands Thoroughly</p> <p>* RINSE EGGS and place in a clean pan. fill with cold water and Bring to Full Rolling boil - 2 min</p> <p>Remove eggs from boiling water run cold water. <u>put on plastic gloves</u> peel. mix cold ingred. and fill eggs.</p> <p>* place in refrig. 40° or less</p> <p>All in 6R. at 40° or less</p> <p>WASH HANDS</p> <p>* with Tongs place eggson platter and place over pan of crushed ice. immediate serving</p> <p>* Holding Less Than 2hrs.</p> <p>Use None</p> |
| <p>2. Steaks or Ground Beef</p> <p><u>Veak Steak</u></p> <p>Name of Item</p> | <p>*Source/Receiving</p> <p>*Thawing/Prepreparation</p> <p>*Preparation</p> <p>*Cooling</p> <p>*Cooking</p> <p>*Holding/Serving</p> <p>*Leftovers</p> | <p>* Save source immediate</p> <p>Refrigeration 35° or less OR FREEZE</p> <p>* Thaw in Refrig. if Frozen 40° or less</p> <p>WASH HANDS, Spray Trays with Vegeline</p> <p>put on plastic gloves. place steakson Tray - salt/pepper cook 20 min in convection oven at 400° place</p> <p>* in clean pan. place in steam table 200°</p> <p>* Pour Hot Broth that has been boiled over steaks</p> <p>*</p> <p>* pan liquid should read 180° minimum. 2 hour MAX. Hold.</p> <p>* with portion control. There should be none</p> <p>* Steam carts go out immediately for meal being served</p> |

MENU HAZARD ANALYSIS (continued)

| Menu Item | Critical Control Point | Critical Control Procedure (Include Times and Temperatures) |
|---|--|---|
| <p>3. Casseroles, Stews, and other Hot Combination Dishes</p> <p><u>Beef Stew</u> Name of Item</p> | <p>*Source /Receiving</p> <p>*Thawing/ Preparation</p> <p>*Cooking of Meat</p> <p>*Sauce Preparation</p> <p>*Mixing</p> <p>*Cooling Individual Ingredients</p> <p>*Holding/Serving</p> <p>*Leftovers</p> | <p>* Save source place FROZEN Beef in Freezer</p> <p>* Take Beef out and Thaw in Refrig. at 40° or less. When meat is Thawed Bring to prep area. <u>Wash hands</u> RINSE meat</p> <p>* place meat in prepared clean pan add hot water + seasoning - COOK in tightly covered pan 2 hrs at 400°</p> <p>* mix Flour /seasoning to water add to steep and cook until thick. COOK VEG. in steamer</p> <p>ADD VEG. to Stew mix,</p> <p>* ADD indiv. ingred. immediately cooling is not necessary.</p> <p>* place stew in steam table and serve immediately holding maximum 2 hr - 180° or over 150°</p> <p>* With portion control and Quality cooking there are no leftovers.</p> |
| <p>4. Vegetables or Fruits which must be washed but are not cooked</p> <p><u>Lettuce SALAD</u> Name of Item</p> | <p>*Source/Receiving</p> <p>*Washing/ Prepreparation</p> <p>*Preparation</p> <p>*Holding/Serving</p> | <p>* Safe source place in walk in cooler 40° or less</p> <p>* wash Hands, core lettuce wash in running water Thoroughly. drain in colander. wash all raw veg. for TOSSED SALAD drain.</p> <p>* put on plastic gloves USE clean cutting board/knife cut INGRED. AND place in clean receptacle.</p> <p>* Store at 40° or less. serve immediately Hold less Than 2hr at 40° or less.</p> |

MENU HAZARD ANALYSIS (continued)

| Menu Item | Critical Control Point | Critical Control Procedure (Include Times and Temperatures) |
|---|--|--|
| <p>5. Gravies or a High Protein Sauce</p> <p><u>Le BouT-Turkey Gr.</u> Name of Item</p> | <p>*Prepreparation Blend 1qt. warm H₂O w/inger.</p> <p>*Preparation ADD 3qts Boiling H₂O, cook until thick.</p> <p>*Cooling 3-4 min.</p> <p>*Cooking</p> <p>*Holding/Serving</p> <p>*Leftovers</p> | <p>* WASH hands. All ingredients from safe source.</p> <p>PRE SANITIZE All Equipment</p> <p>* mix ingredients. Pour into individual unit containers</p> <p>* None</p> <p>* H₂O should be 180°-200° stirred until thick.</p> <p>Preheat ^{SERVING} carts at 200°</p> <p>* PLACE in Dry well CART at 200° 2 hr. max. time for meal.</p> <p>We do not carry over Leftovers.</p> |
| <p>6. Roast</p> <p><u>Beef</u> Name of Item</p> | <p>*Source/Receiving</p> <p>*Thawing/ Prepreparation</p> <p>*Preparation</p> <p>*Cooling</p> <p>*Cooking</p> <p>*Holding/Serving</p> <p>*Leftovers</p> | <p>* FROZEN + placed upon receiving into Freezer. AFTER it is REWRAPPED to prevent drying.</p> <p>* IF it NEEDS IT, Thaw in Refrigerator 30-35°</p> <p>WASH HANDS Before handling meat. Check meat for color smell etc.</p> <p>* Rinse off meat place in clean receptacle season Roast at 300° FOR Time Needed FOR DEGREE OF DONENESS. 2-3 hr.</p> <p>* END Temp - 140-165° Internal 165°</p> <p>* Slice Beef place in 2 in pans w/ Broth. (150-180)</p> <p>Preheat carts. 200°</p> <p>* SERVE immediately in pans into carts. Holding temp 150-180 2 hrs. max. per meal</p> <p>* we do not use Leftovers</p> <p>* Skam</p> <p>* Carts go out immediately for meal being served.</p> |

MENU HAZARD ANALYSIS (continued)

| Menu Item | Critical Control Point | Critical Control Procedure (Include Times and Temperatures) |
|--|---|--|
| <p>7. Vegetables or Starches</p> <p><u>Fresh Sweet potatoes</u> Name of Item</p> | <p>*Source/Receiving</p> <p>*Prepreparation/Thawing</p> <p>*Washing</p> <p>*Preparation/Cooking</p> <p>*Cooling</p> <p>*Cooking</p> <p>*Holding/Serving</p> <p>*Leftovers</p> | <p>* safe source. place in walk in cooler. wash hands</p> <p>* scrub potatoes with a veg brush wash and rinse thoroughly. place in steamer pan.</p> <p>* place pan in steamer and cook for 15-20 min in steamer w/ 5# pressure</p> <p>* remove to clean steam table pan. add butter/salt</p> <p>* place in steam table at over 150° temp.</p> <p>* Serving immediately. holding max 2 hrs.</p> <p>* None</p> |
| <p>8. Hazardous Dessert Items</p> <p><u>Cream Puffs</u> Name of Item</p> | <p>*Source/Receiving</p> <p>*Thawing/Prepreparation</p> <p>*Preparation/Cooking</p> <p>*Cooling</p> <p>*Holding/Serving</p> <p>*Leftovers</p> | <p>* safe source - FROZEN CREAM PUFF shells</p> <p>* Wash Hands slice FROZEN shells fill with non dairy cream that has been whipped until peaks are formed.</p> <p>* use plastic gloves to hold shells. After shells are filled, sprinkle with powdered sugar and refrigerate at less than 40°</p> <p>* serve immediately</p> <p>No leftovers</p> |

NOTE!! A MENU SHOULD BE ENCLOSED WITH THE QUALITY ASSURANCE PROGRAM WHEN IT IS SENT IN FOR REVIEW. Institutions may send in a sample of their menu.

EMPLOYEE TRAINING

| Employee Name | Date Trained | Employee Initials* | Follow-up Date | Employee Initials* |
|-----------------|--------------|--------------------|----------------|--------------------|
| Peter Highman | 2/11/78 | PH | 2/22/78 | PH |
| Larry Wilmes | 2/11/78 | has left | | |
| Gianne Levine | 2/11/78 | GL | 2/22/78 | GL |
| Landine Oethead | 2/11/78 | LO | 2/23/78 | LO |
| Linda Fiedler | 2/22/78 | LF | 2/22/78 | LF |
| Mary Wilmes | 2/11/78 | MW | 2/22/78 | MW |
| Carrie McLain | 2/11/78 | CM | 2/22/78 | CM |
| | | | | |
| | | | | |
| | | | | |

(etc.)

* Employees initial the blank themselves after they have been trained.

1. A training session for all employees is held every 14 days/months.
2. Initial training is conducted by having employee read the PI text before handling food.

In service 1x month

CLEANING AND SANITIZING SCHEDULE AND INSTRUCTIONS

| Equipment | To Be Cleaned By* | When** | Solution Name | Proportions Used | Special Information/Comments |
|-----------------------------|-------------------|---------------------|-----------------|---|--|
| Dishwashing | 2 S/T | | Impact | automatic dispense | chlorinated, detergent |
| Pot and Pan Washing | 2 S/T | ea. after use | liquid PANDANDY | 1 oz / Gal H ₂ O | manual wash 1. Hot soapy H ₂ O NON phosphate 2. RINSE in 185° in 30s |
| Wiping Cloths | 2 S/T | | MicroQuat | 1/302 / Gal H ₂ O | Quaternary {1. GERMICIDAL staph + other organisms |
| Meat Slicer | Food prep. person | after use | Hiley | 3 Tablespoons per gal. H ₂ O | Hot soapy water + Hiley rinse / air dry |
| Cutting and Chopping Boards | 1 FPP | | MikroKlene | 3 TABLETS / 1 qt H ₂ O 1/4 oz + 1 gal. H ₂ O | Let soak 5 min in Hot soapy H ₂ O rinse and air DRY |
| Grill | 1 FPP | | Greasecutler | SPRAY ON | LIQUID FORMULATION OF ALKALINE solvent / organic detergent |
| Steam Cooker | 2 FPP | a/c | MikroQuat | 1/9 oz - Gal. H ₂ O | wash with Hot soapy solution RINSE with clear H ₂ O |
| Milk Dispensers | Do not use | | | | |
| Can Opener | operator (1) | after each use | IMPACT | Automatic disp. | wash in Dishwasher SPRAY O |
| Ovens | 2 ST | wkly | Galley | SPRAY ON | |
| Counters | 2 ST | a/c | MikroKlene | 1/4 oz - Gal water | WASH / RINSE / AIR DRY |
| Sinks | | a/r | AJAX | | CHLORINATED cleanser |
| Non-Food Contact Areas: | | | | | |
| Walls | San. Tech | monthly or wkly A/N | MikroKlene | 1/4 oz - Gal water | WASH / RINSE / AIR DRY |
| Ceilings | San. Tech | monthly or wkly A/N | MicroQuat | 1/302 - Gal H ₂ O | WASH / RINSE / AIR DRY |
| Floors | San. Tech | a/c | MicroQuat | 1/302 - Gal H ₂ O | WASH / RINSE / AIR DRY |

*May use a code such as:

- (1) Food Preparation Person
- (2) Sanitation Technician
- (3) Service Person
- (4) Administrative Person

**Be as specific as possible-try to avoid using AIR.

You may use a time code such as:

- _h - Every (#) hours
- a/u - After each use
- a/o - At opening of restaurant
- a/c - At closing of restaurant
- a/r - As required during daily operations
- wk - Weekly

1. Policies and Procedures for the Management Employees:

Nursing Director
Program Director
Food Service Supervisor

Team Leader
Administrative Secretary
Maintenance Supervisor

Benefits shown assume full-time employment. Permanent part time employees receive pro-rated benefits. Management employees are hired for implementing their department's responsibilities.

2. Salaries

Salaries shall be based upon a Board of Directors approved wage and salary schedule that shall be reviewed annually and considers industry standards and cost of living as well as job requirements.

Evaluations shall be done within the first six months probationary period and on the employees annual anniversary date thereafter.

Paydays will be every other Friday for two weeks ending the preceding Sunday. Deductions from your check will include Federal and State Withholding taxes, Social Security, and other deductions agreed upon by the employee in writing.

3. Vacations

Vacations may be taken only between January 15 and December 15 of each year. After one year of continuous employment, full time employees will be given ten days vacation with pay (five years, fifteen days; fifteen years, twenty days). Regularly scheduled permanent part time employees will receive proportionate vacation time worked -- for example: 1/2 time employee - forty hours vacation after one year.

Full time Supervisory employees may utilize up to five days for personal business use each year with pay in addition to vacation.

Vacation time is counted from the first day of employment. An employee will not be able to accrue earned vacation time unless he has been employed a full year. Vacation time is calculated on August 1 of each year based on the hours worked during the previous year.

All vacation time must be used within one year after the anniversary date. There is no carry over from one year to the next. Pay in lieu of vacation will not be authorized. If a holiday falls within an employees vacation, another day off with pay will be allowed.

4. Holidays

A. Full time employees shall be paid for the following holidays: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day (or two appropriate religious holidays which may be substituted for the preceding two). Employees who work a holiday will receive an alternate day off, with pay, as mutually agreed with the Administrator and must be taken with a three (3) week period before or after the holiday.

5. Sick Leave

Sick leave is for personal illness only for permanent full time and permanent part time employees and shall be accumulated on the basis of one day for 173 hours worked. Employees unable to report on duty due to illness must notify the Nursing Director as early as possible. If you can anticipate that you will not be well enough to report to work eight or more hours in advance of your scheduled time, please notify

the appropriate person, so that part time or on call staff can be located. Failure to do this in cases where it is clearly possible (such as an extended illness) will be considered a violation of rules, and repeated offenses will be grounds for dismissal.

Sick leave may be accumulated up to thirty-six days.

Sick Pay plus Vacation or Holiday are not payable for the same day.

Sick leave will be paid only for actual sick time taken. Return to work slips after illness must be filled in and signed by the Nursing Director. At the request of the Nursing Director, or Administrator, employees may be required to substantiate the extent of illness in excess of three days by statement of their personal physician.

Absence due to extended illness or surgery will be treated separately.

Abuse of sick leave can result in forfeiture of accrued sick pay and/or dismissal. The Administrator can request proof of illness (i.e. a doctor's statement) in cases they feel the sick leave policy is being abused.

6. Resignations

All supervisory and professional staff are expected to give at least thirty (30) days notice.

7. Termination of Service

For the good of the facility the employer, at its sole discretion, may terminate employment when in the opinion of the employer termination would be in the best interest of the facility.

All employees may be discharged for, among other things, undependability, verbal or physical abuse of residents, violation of confidence, thievery, alcoholism or drug addiction. Supervisors with knowledge of these matters involving other employees while on duty are required to discuss them with the Administrator. Insubordination and repeated infraction of these rules, if continued after a warning from the Administrator can lead to dismissal.

Employees who are absent without good reason shall be guilty of gross violation of the Homeward Bound rules and regulations and may be discharged without notice.

In case of gross violations of Homeward Bound rules and regulations by supervisory personnel reporting to the Facility Director, such personnel may be immediately discharged by the Facility Director without notice. However, the case may be reviewed by the Executive Committee of the Board of Directors after discharge, if requested by the employee, or if deemed necessary by the Board of Directors.

When discharge of an employee results from termination of service, the discharged employee shall receive (except in case of gross violations):

- A. Two weeks notice, providing the probationary period has been completed. Where the employee is entitled to two weeks notice the employer may pay two weeks salary in lieu of such notice.

- B. All back pay accumulated to the date of termination within twenty-four hours, if demanded, or it will be included in the check to be received at the next regular pay period.
- C. All accrued vacation for which eligible, to be included in the check to be received at the next regular pay period.
- D. An exit interview in accordance with the applicable policies and procedures of Homeward Bound, Inc.

8. Health Insurance

Homeward Bound pays single coverage premium for all full time employees after a thirty (30) day waiting period consistent policy of the contract carrier.

Family coverage can be purchased at the employees expense to be paid by payroll deduction.

A Terminal Health Insurance Option is available according to state law.

9. Life Insurance

Homeward Bound provides \$10,000 paid life insurance to full time supervisory exempt employees after a thirty (30) day waiting period.

10. TSA Plan

After one (1) year of continuous full time employment a full time supervisory exempt employee may qualify for employer paid TSA Plan upon action by the Board of Directors of Homeward Bound.

11. Leave of Absence

A leave of absence may be granted upon written request. Consideration will be given to the reason for the request, together with the requirements of the department at that particular time. Employer-paid benefits do not accrue during leave of absence unless specified otherwise.

Leave requests must be filled out for any paid or unpaid leave (vacation, sick leave, leave of absence, compensatory overtime, etc.) and approved by the Administrator. Approval in advance is required for vacation, leave of absence, or compensatory overtime. Sick leave request must be approved on your first regular day after illness (or Monday if first day falls on weekend and regular supervisor is not on duty). It is your responsibility to obtain proper forms and approval, if you wish to be paid for sick or vacation time. If leave requests are not obtained for time off without pay, it will be considered an unexplained absence, and dismissal will result from excessive unexplained absences.

- A. Military Leave of Absence - If you are a member of a military reserve unit required to take period of concentrated training, you will be granted a leave of absence without pay or you may use accrued vacation time for that purpose. All employee benefits will continue to accrue for the period of active duty.
- B. Comp-Time - Exempt salaried, management employees are responsible for implementing a department's responsibilities, comp-time can be approved by the Administrator for approved activities outside of assigned responsibilities. Approved comp-time must be used during the fiscal year in which it is earned.

- C. Funeral Leave - A leave of absence of three days without loss of pay shall be granted in case of death in the family (parents, parents-in-law, guardian, brothers, sisters, sons, daughters, husbands, wives and employee's grand-parents) for the purpose of attending the funeral. Such leave shall be the day of the funeral and the day before and after unless different days are agreed to between the employee and the Administrator.
- D. Jury Duty - Should you be called to serve on a jury, you will be granted a leave of absence without pay or you may use accrued vacation time or comp time for that purpose.

12. Health

Employees must have a chest X-ray or mantoux test prior to the commencement of employment and annually thereafter. X-ray may be obtained at Minneapolis Public Health Department, 250 South Fourth Street, free of charge. Employees with symptoms or signs of communicable disease as defined by the M.D.H. are not permitted to work. Return to work slips are required.

13. Accidents

All accidents and incidents to personnel, no matter how minor, must be reported immediately to the supervisor in charge and a form filled out by the supervisor. Workmen's Compensation will cover injuries sustained and reported on the job to the extent of the provisions of the policy.

14. Safety

Read carefully all procedures and signs posted to insure your safety.

15. Fire Prevention

Fire drill procedures are posted throughout the facility. You will be expected to follow these instructions.

16. Smoking

The designated smoking areas are: offices, employee lounge, reception room, parents or conference room unless a resident is nearby. There is no smoking in living units by staff when residents are in the Den, Living Room, or Dining Room except in the staff station on approved break or lunch time.

17. Address and Miscellaneous Changes

Notify the Administrator of change of address, telephone number, marital status, or withholding tax exemptions.

18. Gifts and Gratuities

We ask your cooperation in refusing to accept gifts or gratuities from families and residents. If the person is persistent, have the donor check with the Administrator.

19. Time

Report schedule changes, sick time, holiday comp time, vacation time, and other variances to the Administrator for approval as required and appropriate.

20. Equal Employment Opportunity

Homeward Bound, Inc., affirms its moral, social, and legal commitment to a policy of non-discrimination. Homeward Bound, Inc., desires to create an atmosphere and environment in which employees may work, and have the opportunity to realize their personal job goals. Homeward Bound, Inc., believes in the principle and practice of Equal Employment Opportunity and intends to comply with the letter and spirit of applicable federal, state, and local laws and regulations prohibiting employment discrimination. Discrimination as to employment/recruiting/hiring/training and promotion in all job classifications is prohibited on the basis of race, color, religion, national origin, sex, age, marital status, disability, sexual preference or status with regard to public assistance.

21. Chemical Dependency Philosophy

Homeward Bound recognizes that an employee's chemical dependency, including excessive use of alcohol or other chemicals, can result in a deterioration of job performance or health. Chemical dependencies are to be considered as treatable illnesses.

Goals of this philosophy are to retain valued employees, return employees to productive work following treatment, and refer employees to community resources for treatment. However, Homeward Bound will not assume the cost of treatment other than what is covered by insurance. If the employee demonstrates refusal of treatment, or when in the opinion of management the individual has not responded to treatment, the employee will be reviewed as in any other instance of unsatisfactory job performance.

W. H. Larson, Administrator

Approved by the Board of Directors 6-21-77

WHL:ak

1. Categories of Employees

- A. Full time - 35-40 hours per week.
- B. Part time - employed 20-34 hours per week.
- C. Casual - employed less than 20 hours per week.
- D. Temporary - less than 90 days steady employment/on call status/part time status.
- E. Permanent - one year of steady employment.

2. Wages and Salaries

Wages and salaries of all Homeward Bound employees shall be based upon a Board approved wage and salary schedule that shall be reviewed annually.

Evaluations shall be done at the end of the probationary period, at nine months after the probationary period, and annually thereafter. The Administrator will approve merit pay increases based on the employee evaluations according to the salary schedules determined by the Board of Directors. Merit pay evaluation will consider employee job performance and their adherence to the rules and regulations governing Homeward Bound's operations.

Paydays will be every other Friday. Deductions from your check will include Federal and State Withholding taxes, Social Security, and other deductions agreed upon by the employee in writing.

3. Meals

Direct Care staff eat with the residents as part of the program and therefore do not regularly receive, or schedule for, a 1/2 hour unpaid lunch break. Staff supervisor will approve time for lunch and coffee breaks. Employees are not to leave premises during lunch or coffee breaks without supervisor's permission. The lunch breaks are thirty minutes, with two ten minute rest breaks in each eight hour shift. Meals may be eaten in or out of the living unit within the Food Service policy.

The staff station, dining room, employee lounge, or parents/conference room (when not in use) may be used for employee's breaks. Employees are responsible for maintaining order.

4. Hours of Work

All shifts shall be of 8 1/2 hours duration for staff not eating with the residents, with 1/2 hour unpaid lunch break (unless a specified short shift for part-time employees). When you receive your monthly work schedule, your shift hours will be designated. Shifts of five hours or more will have one-half hour unpaid lunch break. Shifts of thirteen hours or more will have two one-half hour unpaid lunch breaks.

Hours shall be scheduled so that employees shall have two weekends off, if possible, each month, except in extreme emergencies. Employees may not change hours without permission from the Team Leader or Charge Person. Because 24-hour service is required each day, it may be necessary to rotate shifts. Notice of seven days is needed for specific days off by employees.

Standard shifts are scheduled and posted by the department supervisor as approved by the Administrator.

Hourly employees are paid on an 80 hour/two week basis with time-and-one-half paid for overtime approved, and requested, by management if over eight hours per day or over eighty hours per two weeks, except:

- A. Child Care personnel working night shift are paid on a forty hour per week basis with overtime after forty hours. Personnel working a standard shift exceeding 8 or 8 1/2 hours are paid on a 40 hour basis with overtime after 40 hours per week.
- B. All housekeeping and Floor Care personnel are paid on a forty-hour week basis with overtime after forty hours.
- C. Paid inservice or paid staff meetings are excluded from overtime calculations as voluntary activities.

Employees are expected to sign in on time.

Scheduled split shifts shall receive \$.10/hour premium pay.

Night employees shall receive a .20/hour shift differential.

Always report on-duty and off-duty to the designated supervisor.

5. Shift Report

During the change of shift, all personnel from the off-going shift, together with on-coming personnel, will receive report from off-going charge staff, who will use the Kardex.

6. Personal Appearance

Cleanliness and personal appearance are especially important. Well-groomed hair and clean, neatly pressed clothes are essential. Jewelry that could injure the children will be forbidden. Comfortable street clothes are expected. This is "home" wear that the children would see worn in their own homes. Smocks or other protective cover-ups are acceptable and recommended. Neat, clean jeans will be allowed, but short shorts and halters will not. Comfortable, sturdy shoes or sandals that do not leave black marks on the floor are required. In the interest of safety, clogs are not permitted. Additional straps on thongs or sandals are recommended.

7. Vacations

Vacations may be taken only between January 15 and December 15 of each year. After one year of continuous employment, employees working 40 hours per week will be given ten days vacation with pay (five years, fifteen days; fifteen years, twenty days). Regularly scheduled permanent part-time employees will be eligible to receive a vacation benefit after they have worked a minimum of 1000 hours. Part-time employees will accrue vacation on a pro-rated basis. Example: One day of pay for every two hundred hours worked per year.

Vacation time is counted from the first day of employment.

An employee's earned vacation time is vested after one full year and must be taken within one year after the employee's anniversary date. Vacation time is calculated on August 1 each year based on the hours worked during the previous year.

8. Holidays

A. Full time employees shall be paid for the following holidays: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day (or two appropriate religious holidays which may be substituted for the preceeding two). Christmas holiday pay will commence with the second shift on the 24th and end after the end of the first shift the 25th and other holiday pay periods will begin at 10:45 p.m. on the eve of the holiday and end at 11 p.m. on the day of the holiday. Employees who work a holiday will be paid double time or receive an alternate day off.

with pay as mutually agreed upon by the Employee and Director. Employees who do not work the day before a holiday or the day after the holiday are not eligible for holiday pay unless absence is due to personal illness or funeral leave and is approved by department manager.

B. Part-time or casual employees will receive holiday pay for any hours worked on the holiday.

9. Resignations

An employee desiring to terminate his or her employment voluntarily is expected to give at least two weeks notice. In cases of emergency, a shorter period may be agreed upon by the facility director and the employee. Any professional staff is expected to give at least thirty (30) days notice.

An unexplained absence of three days will be considered a resignation.

10. Termination of Service

An employee may be discharged for, among other things, undependability, verbal or physical abuse of residents, violation of confidence, thievery, alcoholism or drug addiction (according to Chemical Dependency Philosophy). Staff members with knowledge of these matters involving other employees while on duty are required to discuss them with the Charge Person. Insubordination and repeated infraction of these rules, if continued after a warning from the Nursing Director, Program Director or Administrative/Executive Director, can lead to dismissal. The Administrator is to be notified within 24 hours of the report of the above mentioned incidents.

In case of gross violations of the rules and regulations of Homeward Bound by a non-exempt employee, an employee may be immediately discharged with notice by the Administrator/Executive Director, or Department Manager. The case will be reviewed within five days by an Employee Grievance Committee if requested by the employee. The results of the Grievance Committee review will be available, mailed to the Executive Committee of the Board of Directors, with a copy to the discharged employee.

In case of gross violations of Homeward Bound rules and regulations by supervisory personnel reporting to the Executive Director, such personnel may be immediately discharged by the Executive Director without notice. However, the case may be reviewed by the Executive Committee of the Board of Directors after discharge, if requested by the employee or if deemed necessary by the Board of Directors.

When discharge of an employee results from termination of service or resignation, the discharged employee shall receive (except in case of gross violations):

A. All back pay accumulated to the date of termination within twenty-four hours, if demanded, or it will be included in the check to be received at the next regular pay period.

B. All accrued vacation for which eligible, to be included in the check to be received at the next regular pay period.

C. An exit interview in accordance with the applicable policies and procedures of Homeward Bound, Inc.

11. Sick Leave

Sick leave is for personal illness only for permanent full time and permanent part time employees and shall be accumulated on the basis of one day for 173 hours worked. Employees unable to report on duty due to illness must notify the Nursing Director

as early as possible. If you can anticipate that you will not be well enough to report to work eight or more hours in advance of your scheduled time, please notify the appropriate person, so that part-time or on-call staff can be located. Failure to do this in cases where it is clearly possible (such as an extended illness) will be considered a violation of rules, and repeated offenses will be grounds for dismissal.

Sick leave will be paid only for actual sick time taken. Return to work slips after illness must be filled in and signed by the Nursing Director. At the request of the Nursing Director, Administrator or Employee supervisor, employees may be required to substantiate the extent of illness in excess of three days by statement of their personal physician.

1. Sick leave may be accumulated to a maximum of thirty-six days.
2. Sick Pay plus Vacation or Holiday are not payable for the same day.
3. Employees may not be paid for sick leave unless proper notice is given as outlined in schedule below:

| | |
|-----------|-----------------|
| 1st Shift | 1 hour notice |
| 2nd Shift | 4 hour's notice |
| 3rd Shift | 4 hour's notice |

4. Full time employee can accrue one hour (part time employees, one-half hour) of paid personal leave for each month of perfect attendance (sick, absenteeism) on an annual basis (August 1 of each year).

5. After accruing 36 days' leave then 1/2 of unused sick leave (up to 5 days per year) can apply to additional vacation pay on annual basis (August 1 of each year).

Absence due to extended illness or surgery may be treated on individual basis.

Abuse of sick leave can result in forfeiture of accrued sick pay and/or dismissal. The Administrator can request proof of illness (ie. a doctor's statement) in cases they feel the sick leave policy is being abused.

12. Leave of Absence

A leave of absence may be granted upon written request. Consideration will be given to the reason for the request, together with the requirements of the department at that particular time. Employer-paid benefits do not accrue during leave of absence.

A. Maternity-leave shall be considered as any other request of leave of absence if sick pay time is used up.

B. Funeral-leave of absence of three days without loss of pay shall be granted in case of death in the family (parents, parents-in-law, guardian, brothers, sisters, sons, daughters, husbands, wives and employee's grandparents) for the purpose of attending the funeral. Full time employee's will receive this only if they are scheduled to work during this period and only for the days scheduled not to exceed the three days. Permanent part-time employee's would receive the same benefits if they were scheduled to work during this period of time and only the hours they were scheduled for, not to exceed three days. Such leave shall be the day of the funeral and the day before and after.

C. Jury Duty-Should you be called to serve on a jury, you will be granted a leave of absence without pay or you may use accrued vacation time.

D. Military Training-If you are a member of a military reserve unit required to take a period of concentrated training, you will be granted a leave of absence without pay

or you may use accrued vacation time for that purpose. All employee benefits will continue to accrue for the period of active training.

E. Voting-Leave of absence for an appropriate time period will be granted, without pay.

13. Absenteeism

Employees who are chronically absent without good reason shall be guilty of gross violation of the Homeward Bound rules and regulations and may be discharged without notice. The termination procedures outlined in Paragraph 10 shall apply when appropriate and applicable.

14. Leave Requests

Leave requests must be filled out for any paid or unpaid leave (vacation, sick leave, leave of absence, compensatory overtime, etc.) and approved by your supervisor. Approval in advance is required for vacation, leave of absence, or compensatory overtime. Sick leave request must be approved on your first regular day after illness (or Monday if first day falls on weekend and regular supervisor is not on duty). It is your responsibility to obtain proper forms and approval, if you wish to be paid for sick or vacation time. If leave requests are not obtained for time off without pay, it will be considered an unexplained absence, and dismissal will result from excessive unexplained absences.

15. Health

Employees must have a chest x-ray or mantoux test prior to the commencement of employment and annually thereafter. X-ray may be obtained at Minneapolis Public Health Department, 250 South Fourth Street, free of charge. Employees with symptoms or signs of communicable disease as defined by the MDH are not permitted to work. Return to work slips are required.

16. Accidents

All work related accidents and incidents to personnel, no matter how minor, must be reported immediately to the supervisor in charge and a form filled out by the supervisor. Workmen's Compensation will cover injuries sustained and reported on the job to the extent of the provisions of the law.

17. Safety - Read carefully all signs to insure your safety.

18. Fire Prevention

Fire drill procedures are posted throughout the facility. You will be expected to follow these instructions.

19. Facility Equipment

Careful handling of facility equipment is a must. Supplies are also expensive and require careful handling to prevent needless waste. Report accidental breakage or loss to your supervisor immediately.

20. Telephone Calls

Employees are not to receive or make telephone calls while on duty except in case of emergency. Routine calls are to be made or received on lunch or coffee breaks.

21. Smoking

The designated smoking areas are: offices, employee lounge, reception room, parents room or conference room unless a resident is nearby. Staff may smoke in the staff station on approved break or lunch time if residents are not in the den, living room, or dining room.

22. Address and Miscellaneous Changes

Notify your supervisor and Administration of change of address, telephone number, marital status, or withholding tax exemptions.

23. Gifts and Gratuities

We ask your cooperation in refusing to accept gifts or gratuities from families and residents. If the person is persistent, have the donor check with the facility Director.

24. Time Clock

All hourly personnel must sign in (time Clock) and check with supervisor when arriving on duty and when leaving. Any employee signing in for any other employee shall be dismissed immediately. Additions or corrections to time cards must be okayed and initialed by the supervisor. In order to receive pay for a day's work, employees must sign both in and out. Employees must sign their time card and report any discrepancies within three days.

25. Resident Business

Non-supervisory employees may not transact any business, especially financial for the resident or resident's family. Requests of this nature must be referred to the Director or person so designated by the Facility Director, so that appropriate book-keeping records can be maintained. Occasional shopping is necessary for our residents, but a purchase order must be obtained from the office. Records must be kept to account for expenditures.

26. Employee Property

Homeward Bound is not responsible for employee personal belongings. Employees should use the lockers provided for valuables. Homeward Bound locks must be used and cost of replacing locks will be charged to the employee.

27. Employment of Relatives at Homeward Bound

As a general rule Homeward Bound does not prohibit the employment of relatives. However, the following guidelines are established in order to minimize any problems associated with the employment of relatives:

Relatives may not work in any supervisory-subordinate relationship within the building. This includes both direct and non-direct supervisory-subordinate relationships.

Relatives may not be employed in the same unit unless such relatives are working on two different shifts, e.g. two relatives may work as child care workers if they work in different units.

In the event that two employees should marry who are working either in a supervisory subordinate capacity or in the same unit, one would be transferred to a different unit.

Relatives defined: For the purpose of this policy relatives will specifically include the following: parents, children, spouse, brother, sister, grandparents, grandchildren, brother or sister-in-law, father or mother-in-law.

28. Equal Employment Opportunity

Homeward Bound, Inc., affirms its moral, social, and legal commitment to a policy of non-discrimination. Homeward Bound, Inc., desires to create an atmosphere and environment in which employees may work, and have the opportunity to realize their personal job goals. Homeward Bound, Inc. believes in the principle and practice of Equal Employment Opportunity and intends to comply with the letter and the spirit of the applicable federal, state, and local laws and regulations prohibiting employment discrimination. Discrimination as to employment/recruiting/hiring/training and promotion in all job classifications is prohibited on the basis of race, color, religion, national origin, sex, age, marital status, disability, sexual preference, or status with regard to public assistance.

29. Chemical Dependency Philosophy

Homeward Bound recognizes that an employee's chemical dependency, including excessive use of alcohol or other chemicals, can result in a deterioration of job performance or health. Chemical dependencies are to be considered as treatable illnesses.

Goals of this philosophy are to retain valued employees, return employees to productive work following treatment, and refer employees to community resources for treatment. However, Homeward Bound will not assume the cost of treatment other than what is covered by insurance. If the employee demonstrates refusal of treatment, or when in the opinion of management the individual has not responded to treatment, the employee will be reviewed as in any other instance of unsatisfactory job performance.

W. H. Larson, Administrator

Approved by the Board of Directors 8-21-79

PAYROLL POLICY MANUAL

HOMEWARD BOUND, INC.
New Hope/Brooklyn Park
Minnesota

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Prepared by the Accounting Manager's Office
January 1980

HOMeward BOUND, INC.
New Hope/Brooklyn Park
Minnesota

PAYROLL PROCEDURE MANUAL

GENERAL

All timecards and hand written time sheets are to be in the Accounting Manager's Office no later than noon on Monday of payroll week.

The 24 hour work day begins at 7:01 am and ends at 7:00 am the following day. The last Sunday night shift is paid on the current timecard. Punch out time will be based on the regular shift schedule of 10:45 pm (22.75 hrs) to 8:45 am (08.75 hrs). Time cards will be replaced at Midnight or prior to 6:00 am whenever a new pay period begins.

All shifts shall be of 8½ hours duration for staff not eating with the residents, with ½ hour unpaid lunch break. Shifts of 5 hours or more will have ½ hour unpaid lunch break. Shifts of 13 hours or more will have two ½ hour unpaid lunch breaks.

Hourly employees are paid on an 8/80 hour/two week basis with time-and-a-half paid for overtime approved, and requested, by management over 8 hours per day, except:

1. Child care personnel working night shift are paid on a forty hour per week basis with overtime paid after 40 hours per week.
2. All housekeeping and Floor Care personnel are paid on a 40 hour week basis with overtime after 40 hours.
3. Paid inservice and/or paid staff meetings are excluded from overtime calculations as voluntary activities and must be noted on time cards by the Team Leaders and Department Heads/Supervisors.

If an employee has punched out late and will receive overtime but did not work, the employee will be asked to initial off the overtime for that day when they pick up their pay check.

Scheduled split shifts shall receive \$.10/hour premium pay. Night employees shall receive a \$.20/hour shift differential. Employees working at both New Hope and Brooklyn Park facilities will be treated as separate employees of the two buildings and will not be considered a split shift or overtime.

Based on the Wage and Hour Commission guidelines, an employee will have 7 minutes to either punch in or punch out. The rounding method is used and must follow two basic rules:

1. When an employee punches in on time or before his scheduled start time but does not start work, the scheduled start time is used as the punch in time and the punch out time is rounded.

EXAMPLE: Scheduled Start Time 07:00
Punches out 15:06 Rounded to 15:00
Punches in 06:54 Scheduled time is Used 07:00
8:00

| | | | | | |
|---------------------------|------|----------------|---------------|----------------------|--|
| NAME | | JOHNSON, JERRY | | NO. 2830 | |
| PAY PERIOD ENDING 5/20/79 | | | | | |
| R.T. HOURS | RATE | AMOUNT | F.I.C.A. | NUMBER OF EXEMPTIONS | |
| O.T. HOURS | RATE | AMOUNT | FED. W.T. | TOTAL EARNINGS | |
| HOURS | | AMOUNT | CITY/ST. W.T. | TOTAL DEDUCTIONS | |
| | | | STATE U.C. | BALANCE DUE | |
| | | | BONDS | | |

| | | DAILY TOTALS | |
|----|-------|--------------|-------|
| | | R. T. Hours | O. T. |
| 07 | 6:54 | 8 | |
| 07 | 15:06 | | 8 |
| 08 | 7:00 | 8 | |
| 08 | 15:00 | | 8 |
| 09 | 7:00 | 8 | |
| 09 | 15:00 | | 8 |
| 10 | 7:00 | 8 | |
| 10 | 15:00 | | 8 |
| 11 | 7:00 | 8 | |
| 11 | 15:00 | | 8 |
| 14 | 7:00 | 8 | |
| 14 | 15:00 | | 8 |
| 15 | 7:00 | 8 | |
| 15 | 15:00 | | 8 |
| 16 | 7:00 | 8 | |
| 16 | 15:00 | | 8 |
| 17 | 7:00 | 8 | |
| 17 | 15:00 | | 8 |
| 18 | 7:00 | 8 | |
| 18 | 15:00 | | 8 |

80:00 Reg

2. To establish the hours worked per day when an employee punches in late both the punch in and punch out time is rounded, by using the rounding chart, located on the next page, before subtracting.

EXAMPLES:

Scheduled Start Time 07:00
 Punched Out 15:00 Rounded to 15:00
 Punched In 7:14 Rounded to 7:25
7:75

Scheduled Start Time 07:00
 Punched Out 15:00 Rounded to 15:00
 Punched in 7:12 Rounded to 7:00
8:00

NAME JOHNSON, Jerry NO. 2830

PAY PERIOD ENDING 5/20/79

| R.T. HOURS | RATE | AMOUNT | F.I.C.A. | NUMBER OF EXEMPTIONS |
|------------|------|--------|---------------|----------------------|
| O.T. HOURS | RATE | AMOUNT | FED. W.T. | TOTAL EARNINGS |
| HOURS | | AMOUNT | CITY/ST. W.T. | TOTAL DEDUCTIONS |
| | | | STATE U.C. | BALANCE DUE |
| | | | BONDS | |

Late enough to be docked

07 → 7:14

07 15:00

Late but not enough to be docked

08 → 7:12

08 15:00

14 7:00

14 15:00

15 7:00

15 15:00

DAILY TOTALS
R. T. Hours O. T.

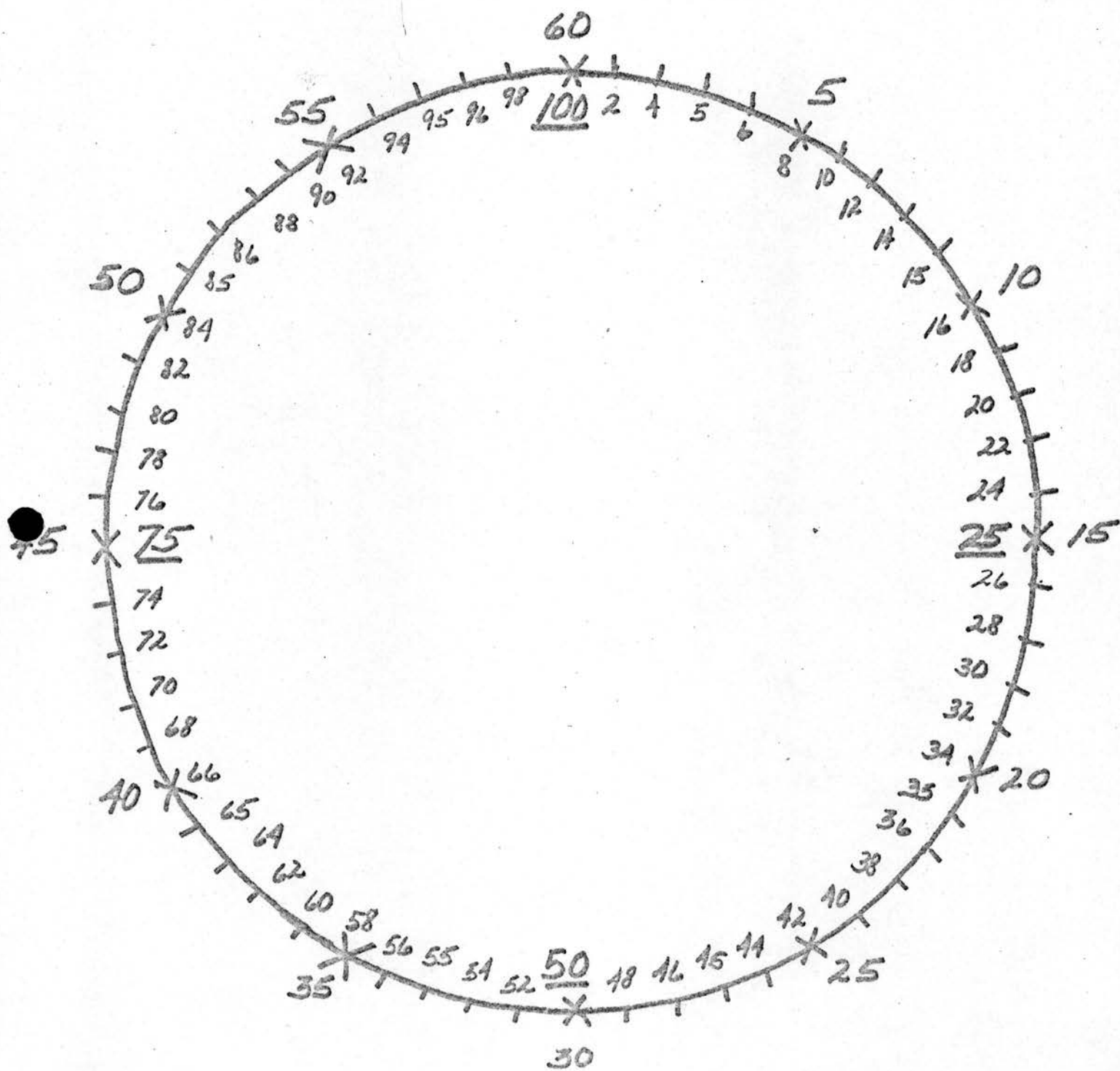
7.75

8.00

8.00

8.00

31:75 Reg



The following is the only exception to this rule: If an employee punches in late and punches out late (by late he must punch in 8 minutes or more after he was scheduled to start and work 8 minutes or more beyond his scheduled stop time) then the punch in time would be subtracted from the punch out time and then rounded to establish how many hours an employee worked.

EXAMPLE:

Scheduled start time 07:00

Scheduled stop time 15:00

Punch out 15:20

Punch in 7:14

8:06 rounded to 8:00

NAME JOHNSON, Jerry NO. 2830

PAY PERIOD ENDING 5/20/79

| R.T. HOURS | RATE | AMOUNT | F.I.C.A. | NUMBER OF EXEMPTIONS |
|------------|------|--------|---------------|----------------------|
| O.T. HOURS | RATE | AMOUNT | FED. W.T. | TOTAL EARNINGS |
| HOURS | | AMOUNT | CITY/ST. W.T. | TOTAL DEDUCTIONS |
| | | | STATE U.C. | BALANCE DUE |
| | | | BONDS | |

| | | DAILY TOTALS R.T. Hours O.T. |
|-----------|-------|---------------------------------|
| 07 | 7:14 | |
| 07 | 15:20 | 8 |
| 08 | 7:00 | |
| 08 | 15:00 | 8 |
| 16:00 Reg | | |

TOTAL HOURS SHOWN IS CORRECT.

Signature

MISSING PUNCH

Page 5

If an employee forgets to punch in or out they must have that time written in and approved by their Team Leaders and/or Department Heads/Supervisors in order to be paid. Each written in punch must be signed, not just the total card.

Hand written times that are not initialed will not be paid until the employee obtains the proper signature. When the signed card is returned to the Accounting Manager's office, the hours due will be paid on the next pay check. Manual checks will not be issued for such hours.

NAME AUSTIN, Marjean NO. 0190

PAY PERIOD ENDING 5/20/79

| R.T. HOURS | RATE | AMOUNT | F.I.C.A. | NUMBER OF EXEMPTIONS |
|------------|------|--------|---------------|----------------------|
| O.T. HOURS | RATE | AMOUNT | FED. W.T. | TOTAL EARNINGS |
| HOURS | | AMOUNT | CITY/ST. W.T. | TOTAL DEDUCTIONS |
| | | | STATE U.C. | BALANCE DUE |
| | | | BONDS | |

Approved and paid →

Not approved, not paid →

| | | DAILY TOTALS R.T. Hours O.T. |
|-----------|-------|---------------------------------|
| 07 | 15:00 | |
| 07 | 23:00 | 8.00 |
| 08 | 15:00 | |
| 08 | 23:00 | 8.00 |
| 09 | 14:98 | |
| 09 | 23:02 | 8.00 |
| 10 | 14:88 | |
| 10 | 23:12 | 8.00 |
| 11 | 15:00 | |
| 11 | 23:00 | 8.00 |
| 14 | 15:00 | 8.00 |
| 15 | 15:00 | |
| 15 | 23:00 | 8.00 |
| 16 | 15:00 | |
| 17 | 15:00 | |
| 17 | 23:00 | 8.00 |
| 18 | 15:00 | |
| 18 | 23:00 | 8.00 |
| 72:00 Reg | | |

TOTAL HOURS SHOWN IS CORRECT.

Signature

OVERTIME HOURS

Page 6

To receive overtime in the pay period employees must either work over 8 hours in a day or over 80 hours in the pay period; to establish the 80 hour base in the pay period, sick, vacation and/or holiday hours paid are included in the total hours.

| | | | | | |
|-------------------|------|------------|---------------|----------------------|--|
| NAME | | KAHL, Lana | | NO. 0234 | |
| PAY PERIOD ENDING | | 5/20/79 | | | |
| R.T. HOURS | RATE | AMOUNT | F.I.C.A. | NUMBER OF EXEMPTIONS | |
| O.T. HOURS | RATE | AMOUNT | FED. W.T. | TOTAL EARNINGS | |
| HOURS | | AMOUNT | CITY/ST. W.T. | TOTAL DEDUCTIONS | |
| | | | STATE U.C. | BALANCE DUE | |
| | | | BONDS | | |

| | | | | |
|--|-------|------|-----------------|--|
| 07 | 7:00 | | DAILY TOTALS | |
| 07 | 15:00 | 8.00 | R.T. Hours O.T. | |
| 08 | 7:00 | | | |
| 08 | 15:00 | 8.00 | | |
| 09 | 7:00 | | | |
| 09 | 15:00 | 8.00 | | |
| 10 | 7:00 | | | |
| 10 | 15:00 | 8.00 | | |
| 11 | 7:00 | | | |
| 11 | 15:00 | 8.00 | | |
| 14 | 7:00 | | | |
| 14 | 15:50 | 8.00 | .50 | |
| 16 | 7:00 | | | |
| 16 | 15:00 | 8.00 | | |
| 17 | 7:00 | | | |
| 17 | 15:00 | 8.00 | | |
| 19 | 7:00 | | | |
| 19 | 15:00 | | 8.00 | |
| 64:00 Reg Hrs 8.50 O.T. 16.00 Sick | | | | |
| 15 th Sick 18 th Sick | | | 8.00 | |
| | | | 8.00 | |

TOTAL HOURS SHOWN IS CORRECT.

Signature

For employees who are on the over 40 hours in a week overtime rule the following rule is used: An employee can work any amount of hours in a day without it being overtime, only if the employee works more than 40 hours in the week would he receive overtime.

NAME ADAMS, Susan NO. 0113PAY PERIOD ENDING 5/20/79

| R.T. HOURS | RATE | AMOUNT | F.I.C.A. | NUMBER OF EXEMPTIONS |
|------------|------|--------|---------------|----------------------|
| O.T. HOURS | RATE | AMOUNT | FED. W.T. | TOTAL EARNINGS |
| HOURS | | AMOUNT | CITY/ST. W.T. | TOTAL DEDUCTIONS |
| | | | STATE U.C. | BALANCE DUE |
| | | | BONDS | |

| | | DAILY TOTALS | |
|----|-------|--------------|-------|
| | | R. T. Hours | O. T. |
| 07 | 22:75 | | |
| 08 | 8:75 | 10.00 | |
| 08 | 22:75 | | |
| 09 | 8:75 | 10.00 | |
| 09 | 22:75 | | |
| 10 | 8:75 | 10.00 | |
| 10 | 22:75 | | |
| 11 | 8:75 | 10.00 | |
| 13 | 22:75 | | |
| 14 | 9:50 | 10.00 | .75 |
| 14 | 22:75 | | |
| 15 | 8:75 | 10.00 | |
| 15 | 22:75 | | |
| 16 | 8:75 | 10.00 | |
| 16 | 22:75 | | |
| 17 | 8:75 | 10.00 | |
| 17 | 18:00 | | |
| 17 | 22:25 | | 4.25 |

TOTAL HOURS SHOWN IS CORRECT.

Signature

A. Designated Holidays

1. All full time employees are eligible for 8 hours of holiday pay on the following holidays: **7** **56**

New Year's Day
Good Friday/Easter
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

2. Any full time employee on the 10 hour day schedule is eligible for only the following holidays: **5** **30 hrs.**

New Year's Day
Good Friday/Easter
Independence Day
Thanksgiving Day
Christmas Day

When an employee has worked a year under this rule they are eligible to take an additional 6 hours of holiday pay.

3. ~~Full time~~ ^{permanently - Hauler} employees are to be scheduled for a day off for their holiday during the pay period in which the holiday falls, or the preceeding or succeeding pay period.

B. Part time employees holiday pay

1. Eligibility

All part time personnel must work on the holiday to be eligible for holiday pay.

2. Number of Hours To Be Paid

Employees working on the holiday receive their regular hours plus for each hour worked they receive one hour pay not exceeding 8 hours.

EXAMPLE: An employee who works 9.25 hours on a holiday would receive 8.00 hours regular pay, 1.25 hours overtime pay and 8.00 hours of holiday pay.

C. When Holiday Hours Are Paid

1. Full time employees are paid for the holiday in the pay period in which they are scheduled to be off. Eligible part time employees would be eligible for holiday pay if they work on the holiday.
2. Shifts to be paid for part time employees will begin at 10:45 pm (22.75 on the time clock) on the eve of the holiday and end at 11:00 pm (23.00 on the time clock) on the day of the holiday with the exception of the Christmas Holiday which begins at 3:00 pm (15.00 hours) on the eve of the holiday and end at 3:00 (15.00) on the day of the holiday.

HOLIDAYS

NAME HAROLDSON, Dale NO. 0711

PAY PERIOD ENDING 06/03/79

| R.T. HOURS | RATE | AMOUNT | F.I.C.A. | NUMBER OF EXEMPTIONS |
|------------|------|--------|---------------|----------------------|
| O.T. HOURS | RATE | AMOUNT | FED. W.T. | TOTAL EARNINGS |
| HOURS | | AMOUNT | CITY/ST. W.T. | TOTAL DEDUCTIONS |
| | | | STATE U.C. | BALANCE DUE |
| | | | BONDS | |

NAME HELGELAND, Richard NO. 0713

PAY PERIOD ENDING 06/03/79

| R.T. HOURS | RATE | AMOUNT | F.I.C.A. | NUMBER OF EXEMPTIONS |
|------------|------|--------|---------------|----------------------|
| O.T. HOURS | RATE | AMOUNT | FED. W.T. | TOTAL EARNINGS |
| HOURS | | AMOUNT | CITY/ST. W.T. | TOTAL DEDUCTIONS |
| | | | STATE U.C. | BALANCE DUE |
| | | | BONDS | |

| | | | | | |
|---------------------------|-------|-----------------|---------------------------|-------|-----------------|
| 23 | 8:00 | DAILY TOTALS | 23 | 7:00 | DAILY TOTALS |
| 23 | 12:00 | R.T. Hours O.T. | 23 | 15:00 | R.T. Hours O.T. |
| 24 | 8:00 | 4.00 | 24 | 7:00 | 8.00 |
| 24 | 12:00 | 4.00 | 24 | 15:00 | 8.00 |
| 25 | 8:00 | 4.00 | 25 | 7:00 | 8.00 |
| 25 | 12:00 | 4.00 | 25 | 15:00 | 8.00 |
| 26 | 8:00 | 4.00 | 26 | 7:00 | 8.00 |
| 26 | 12:00 | 4.00 | 26 | 15:00 | 8.00 |
| 27 | 8:00 | 4.00 | 27 | 7:00 | 8.00 |
| 27 | 12:00 | 4.00 | 27 | 15:00 | 8.00 |
| Memorial Day Holiday 30 | 8:00 | 4.00 | 31 | 7:00 | 8.00 |
| 30 | 12:00 | 4.00 | 31 | 15:00 | 8.00 |
| 31 | 8:00 | 4.00 | 1 | 7:00 | 8.00 |
| 31 | 12:00 | 4.00 | 1 | 15:00 | 8.00 |
| 1 | 8:00 | 4.00 | 2 | 7:00 | 8.00 |
| 1 | 12:00 | 4.00 | 2 | 15:00 | 8.00 |
| 2 | 8:00 | 4.00 | 3 | 7:00 | 8.00 |
| 2 | 12:00 | 4.00 | 3 | 15:00 | 8.00 |
| 3 | 8:00 | 4.00 | 30 Holiday | 8.00 | |
| 3 | 12:00 | 4.00 | | | |
| 40.00 Reg 4.00 Holiday | | | 72.00 Reg 8.00 Holiday | | |

TOTAL HOURS SHOWN IS CORRECT.

Signature

84171 SIMPLEX TIME RECORDER CO., GARDNER, MASS., PRINTED IN U.S.A.

TOTAL HOURS SHOWN IS CORRECT.

Signature

84171 SIMPLEX TIME RECORDER CO., GARDNER, MASS., PRINTED IN U.S.A.

SICK HOURS

Sick hours must be written on the face of the timecard. Sick hours should be recorded even if an employee may not be eligible for sick pay.

Record the number of hours the employee was scheduled to work. Ex: A part time employee who is scheduled for 6 hours of work for a day would receive 6 hours of sick pay; a regular full time employee scheduled for 8 hours would receive 8 hours of sick pay; an employee working a 40 hour week/10 hour day would receive 10 hours of sick pay.

| | | | |
|----------------------------------|------|-----------------|----------------------|
| NAME <u>JONES, Douglas</u> | | NO. <u>0598</u> | |
| PAY PERIOD ENDING <u>5/21/79</u> | | | |
| R.T. HOURS | RATE | AMOUNT | F.I.C.A. |
| O.T. HOURS | RATE | AMOUNT | FED. W.T. |
| HOURS | | AMOUNT | CITY/ST. W.T. |
| | | | STATE U.C. |
| | | | BONDS |
| | | | NUMBER OF EXEMPTIONS |
| | | | TOTAL EARNINGS |
| | | | TOTAL DEDUCTIONS |
| | | | BALANCE DUE |

| | | DAILY TOTALS R. T. Hours O. T. |
|--|-------|-----------------------------------|
| 8 | 7:00 | |
| 8 | 15:00 | 8.00 |
| 9 | 7:00 | |
| 9 | 15:00 | 8.00 |
| 10 | 7:00 | |
| 10 | 15:00 | 8.00 |
| 11 | 7:00 | |
| 11 | 15:00 | 8.00 |
| 16 | 7:00 | |
| 16 | 15:00 | 8.00 |
| 17 | 7:00 | |
| 17 | 15:00 | 8.00 |
| 18 | 7:00 | |
| 18 | 15:00 | 8.00 |
| 19 | 7:00 | |
| 19 | 15:00 | 8.00 |
| <i>12th Sick 7:00-15:00</i> | | <i>8.00</i> |
| <i>15th Sick 7:00-15:00</i> | | |
| <i>64.00 Reg.</i> | | |
| <i>8.00 Sick</i> | | |

Eligible for sick pay but none available (used all available sick hours prior to this pay period)

SCHEDULES

For auditing purposes the Accounting Manager's Office must be supplied with a schedule each pay period. It should be directed to the Accounting Manager.

The schedule should show the start time of each non exempt employee who punches a time clock. If changes in the start time occur during the two week period, then the schedule must be changed. This schedule is an important documentation and will be kept on file by the Accounting Manager.

Schedule forms are available through the Accounting Manager's Office.

An example is on the following page.

The Accounting Manager will be auditing timecards during the week following payroll. The cards will be audited according to the rules contained in this book.

The audit is provided to ensure that employees are paid according to federal and state regulations.

ADJUSTMENTS

Original hours which were recorded on the timecard are not changed. When the timecard is returned to the Accounting Manager's Office, all necessary corrections will be made on the employee's next timecard.

Homeward Bound, Inc.
Long Range Planning Goals
1980 - 1985

Preliminary Draft

During the past five years Homeward Bound, Inc. has developed expertise and credibility in the areas of planning, implementation and provision of community based residential services to developmentally disabled individuals. Although the summary focus of the program is on the developmentally disabled person, program philosophy has been and continues to be built on the concept of strong family involvement. These factors, combined with the natural growth of a needed service and extensive solicitation of different types of input from leaders in the mental retardation field, led the Long Range Planning Committee to develop and recommend the following five year goals.

PROGRAM GOALS

- I. To develop and implement methods to evaluate the quality of current and future residential services provided by Homeward Bound. Methods to be considered would be an accreditation system and/or a peer review system to be completed in each residence every three years.

ACTION PLAN:

1. By April 30, 1980, the Homeward Bound Program Committee will determine the particular method of evaluation to be used.
2. By December 31, 1980 the evaluation process will have been implemented and completed in the New Hope facility.
3. By December 31, 1981, the evaluation process will have been implemented and completed in the Brooklyn Park facility.
4. By February 28, 1981 a report will be submitted to the Homeward Bound Board detailing evaluation outcome of the New Hope facility.
5. By February 28, 1982 a report will be submitted to the Homeward Bound Board detailing evaluation outcome of the Brooklyn Park facility.
6. The evaluation process will be repeated every three years in each facility developed by Homeward Bound.

PROGRAM GROWTH

- II. To study the current administrative structure of Homeward Bound in relation to the structure's capabilities for providing quality support services to current and future operations.

ACTION PLAN:

1. By February 28, 1980 a committee will be approved to develop the methodology for carrying out the administrative study.
2. By July 31, 1980 the study is to be completed.
3. By September 30, 1980 a report on the outcome of the study including recommended actions is to be presented to the Homeward Bound Board.

- III. To develop two new community based residential facilities to serve the moderately to profoundly retarded individual who is multiply handicapped, has limited self-help skills and is not capable of self preservation.

ACTION PLAN:

1. By December 1980 have a feasibility study completed which addresses the development of a facility serving 8-12 individuals, under the age of sixteen who have developed to the level where graduation from existing Homeward Bound facilities may be appropriate and necessary to provide a less restrictive setting. Target date for facility construction is 1982.

ACTION PLAN (Continued):

2. By December 1981 have a feasibility study completed which addresses the development of a facility serving 8-12 individuals, over 16 years of age who, consistent with the normalization principal, may be appropriate for placement in an adult environment. Target date for facility construction is 1983.
- IV. To provide services to developmentally disabled individuals and their families living in the natural or foster home environment.

ACTION PLAN:

1. By December 31, 1980 a committee will have prepared a report to the Homeward Bound Board detailing the results of a study of the service needs of developmentally disabled people and their families in the home environment. The report will include implementation strategies and time frames.

Draft

December 18, 1979

Homeward Bound, Inc.
Long Range Planning Goals
1980 - 1985

During the past five years Homeward Bound, Inc. has developed expertise and credibility in the areas of planning, implementation and provision of community based residential services to developmentally disabled individuals. Although the summary focus of the program is on the developmentally disabled person, program philosophy has been and continues to be built on the concept of strong family involvement. These factors, combined with the natural growth of a needed service and extensive solicitation of different types of input from leaders in the mental retardation field, led the Long Range Planning Committee to develop and recommend the following five year goals.

PROGRAM GOALS

- I. To develop and implement methods to evaluate the quality of current and future residential services provided by Homeward Bound. Methods to be considered would be an accreditation system and/or a peer review system to be completed in each residence every three years.

ACTION PLAN:

1. By April 30, 1980, the Homeward Bound Program Committee will determine the particular *and frequency* method of evaluation to be used.
2. By December 31, 1980 the evaluation process will have been implemented and completed in the New Hope facility.
3. By December 31, 1981, the evaluation process will have been implemented and completed in the Brooklyn Park facility.
4. By February 28, 1981 a report will be submitted to the Homeward Bound Board detailing evaluation outcome of the New Hope facility.
5. By February 28, 1982 a report will be submitted to the Homeward Bound Board detailing evaluation outcome of the Brooklyn Park facility.
6. The evaluation process will be repeated every three years *periodically* in each facility developed by Homeward Bound.

PROGRAM GROWTH

- II. To study the current administrative structure of Homeward Bound in relation to the structure's capabilities for providing quality support services to current and future operations.

ACTION PLAN:

1. By February 28, 1980 a committee will be approved to develop the methodology for carrying out the administrative study.
 2. By July 31, 1980 the study is to be completed.
 3. By September 30, 1980 a report on the outcome of the study including recommended actions is to be presented to the Homeward Bound Board.
- III. To develop two new community based residential facilities to serve the moderately to profoundly retarded individual who is multiply handicapped, has limited self-help skills and is not capable of self preservation.

ACTION PLAN:

- Oct. 1 1980 - Have letter of intent to gov. & other funding sources.*
1. By December 1980 have a feasibility study completed which addresses the development of a facility serving 8-12 individuals *N.H.* under the age of sixteen who have developed to the level where graduation from existing Homeward Bound facilities may be appropriate and necessary to provide a less restrictive setting. Target date for facility construction is 1982.

ACTION PLAN (Continued):

2. By December 1981 have a feasibility study completed which addresses the development of a facility serving 8-12 individuals, over 16 years of age who, consistent with the normalization principal, may be appropriate for placement in an adult environment. Target date for facility construction is 1983.
- IV. To provide services to developmentally disabled individuals and their families living in the natural or foster home environment.

ACTION PLAN:

1. By December 31, 1980 a committee will have prepared a report to the Homeward Bound Board detailing the results of a study of the service needs of developmentally disabled people and their families in the home environment. The report will include implementation strategies and time frames.

Draft

December 18, 1979

HOMeward BOUND, INC.

June

To: Management Committee
Re: Kennedy Institute and Long Range Plan Committee
Date: December 26, 1979

- (1) Please give your input on the Kennedy Institute proposal by Wednesday, January 2. If you can attend the first 10 minutes of the Program Committee meeting at 10:30 A.M. we will discuss it.
- (2) You are invited to the Long Range Plan Committee meeting on January 2 at 5:00 P.M. This could be good background for our staff meeting on this subject on January 4 at noon.

Please R.S.V.P. to Arlene or Max.

Thanks,

Wayne

WHL:ms

PAYROLL POLICY MANUAL

HOMEWARD BOUND, INC.
New Hope/Brooklyn Park
Minnesota

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Prepared by the Accounting Manager's Office
January 1980
Approved by the Facility Management Committee
March 1980

HOMeward BOUND, INC.
New Hope/Brooklyn Park
Minnesota

PAYROLL PROCEDURE MANUAL

GENERAL

All timecards and hand written time sheets are to be in the Accounting Manager's Office no later than noon on Monday of payroll week.

Calculations of the timecards are done by the Accounting Manager's Office and all government and computerized reports are generated from this office.

All questions pertaining to this policy manual, timecards, and pay checks are answered and handled by the Personnel Manager's Office.

The 24 hour work day begins at 7:01 am and ends at 7:00 am the following day. The last Sunday night shift is paid on the current timecard. Punch out time will be based on the regular shift schedule of 10:45 pm (22.75 hrs) to 8:45 am (08.75 hrs). Timecards will be replaced at MIDNIGHT or prior to 6:00 am whenever a new pay period begins.

All shifts shall be of 8½ hours duration for staff not eating with the residents, with ½ hour unpaid lunch break. Shifts of 5 hours or more will have ½ hour unpaid lunch break. Shifts of 13 hours or more will have two ½ hour unpaid lunch breaks.

Hourly employees are paid on an 8/80 hour/two week basis with time-and-a-half paid for overtime approved, and requested, by management over 8 hours per day, except:

1. Child care personnel working night shift are paid on a forty hour per week basis with overtime paid after 40 hours per week.
2. All housekeeping and floor care personnel are paid on a 40 hours week basis with overtime after 40 hours.
3. Paid inservice and/or paid staff meetings are excluded from overtime calculations as voluntary activities and must be noted on timecards by the Team Leaders and/or Department Heads/Supervisors.
4. If excess of 8 hours per day is regularly scheduled, the employee is paid on a 40 hour week basis.

If an employee has punched out late and will receive overtime but did not get work approval, the employee will be asked to initial off the excess time for that day when they pick up their pay check.

Scheduled split shift shall receive \$.10/hour premium pay. Night employees shall receive a \$.20/hour shift differential. Employees working at both New Hope and Brooklyn Park facilities will be considered overtime based on the 8/80 hour/two week or the 40 hour week basis. Overtime will be paid if continuous hours of employment is required by Homeward Bound, Inc. and the 8/80 or 40 hour week designated system requires overtime to be paid. Wage and hour allows the employee to use the 8/80 or 40 hour week system. The procedure must not change for any one employee during the pay period by it may be changed from one pay period to the next.

Based on the Wage and Hour Commission guidelines, an employee will have 7 minutes to either punch in or punch out. The rounding method is used and must follow two basic rules:

1. When an employee punches in on time or before his scheduled start time but does not start work, the scheduled start time is used as the punch in time and the punch out time is rounded.

EXAMPLE: Scheduled Start Time 07:00
 Punches out 15:06 Rounded to 15:00
 Punches in 06:54 Scheduled time is Used 07:00
 8:00 hours

| | | | |
|----------------------------------|------|-----------------|----------------------|
| NAME <u>JOHNSON, JERRY</u> | | NO. <u>2830</u> | |
| PAY PERIOD ENDING <u>5/20/79</u> | | | |
| R.T. HOURS | RATE | AMOUNT | F.I.C.A. |
| O.T. HOURS | RATE | AMOUNT | FED. W.T. |
| HOURS | | AMOUNT | CITY/ST. W.T. |
| | | | STATE U.C. |
| | | | BONDS |
| | | | NUMBER OF EXEMPTIONS |
| | | | TOTAL EARNINGS |
| | | | TOTAL DEDUCTIONS |
| | | | BALANCE DUE |

| | | DAILY TOTALS | |
|----|-------|--------------|-------|
| | | R. T. Hours | O. T. |
| 07 | 6:54 | 8 | |
| 07 | 15:06 | | |
| 08 | 7:00 | 8 | |
| 08 | 15:00 | | |
| 09 | 7:00 | 8 | |
| 09 | 15:00 | | |
| 10 | 7:00 | 8 | |
| 10 | 15:00 | | |
| 11 | 7:00 | 8 | |
| 11 | 15:00 | | |
| 14 | 7:00 | 8 | |
| 14 | 15:00 | | |
| 15 | 7:00 | 8 | |
| 15 | 15:00 | | |
| 16 | 7:00 | 8 | |
| 16 | 15:00 | | |
| 17 | 7:00 | 8 | |
| 17 | 15:00 | | |
| 18 | 7:00 | 8 | |
| 18 | 15:00 | | |

80:00 Reg

2. To establish the hours worked per day when an employee punches in late both the punch in and punch out time is rounded, by using the rounding chart, located on the next page, before subtracting.

EXAMPLE:

Scheduled Start Time 07:00

Scheduled Start Time 07:00

Punched Out 15:00 Rounded to 15:00

Punched out 15:00 Rounded to 15.00

Punched In 7:14 Rounded to 7:25
7:75Punched In 7:12 Rounded to 7:00
8:00NAME JOHNSON, Jerry NO. 2830PAY PERIOD ENDING 5/20/79

| R.T. HOURS | RATE | AMOUNT | F.I.C.A. | NUMBER OF EXEMPTIONS |
|------------|------|--------|---------------|----------------------|
| O.T. HOURS | RATE | AMOUNT | FED. W.T. | TOTAL EARNINGS |
| HOURS | | AMOUNT | CITY/ST. W.T. | TOTAL DEDUCTIONS |
| | | | STATE U.C. | BALANCE DUE |
| | | | BONDS | |

Late enough to be docked

Late but not enough to be docked

07 → 7:14

07 15:00

08 → 7:12

08 15:00

14 7:00

14 15:00

15 7:00

15 15:00

DAILY TOTALS
R.T. Hours O.T.

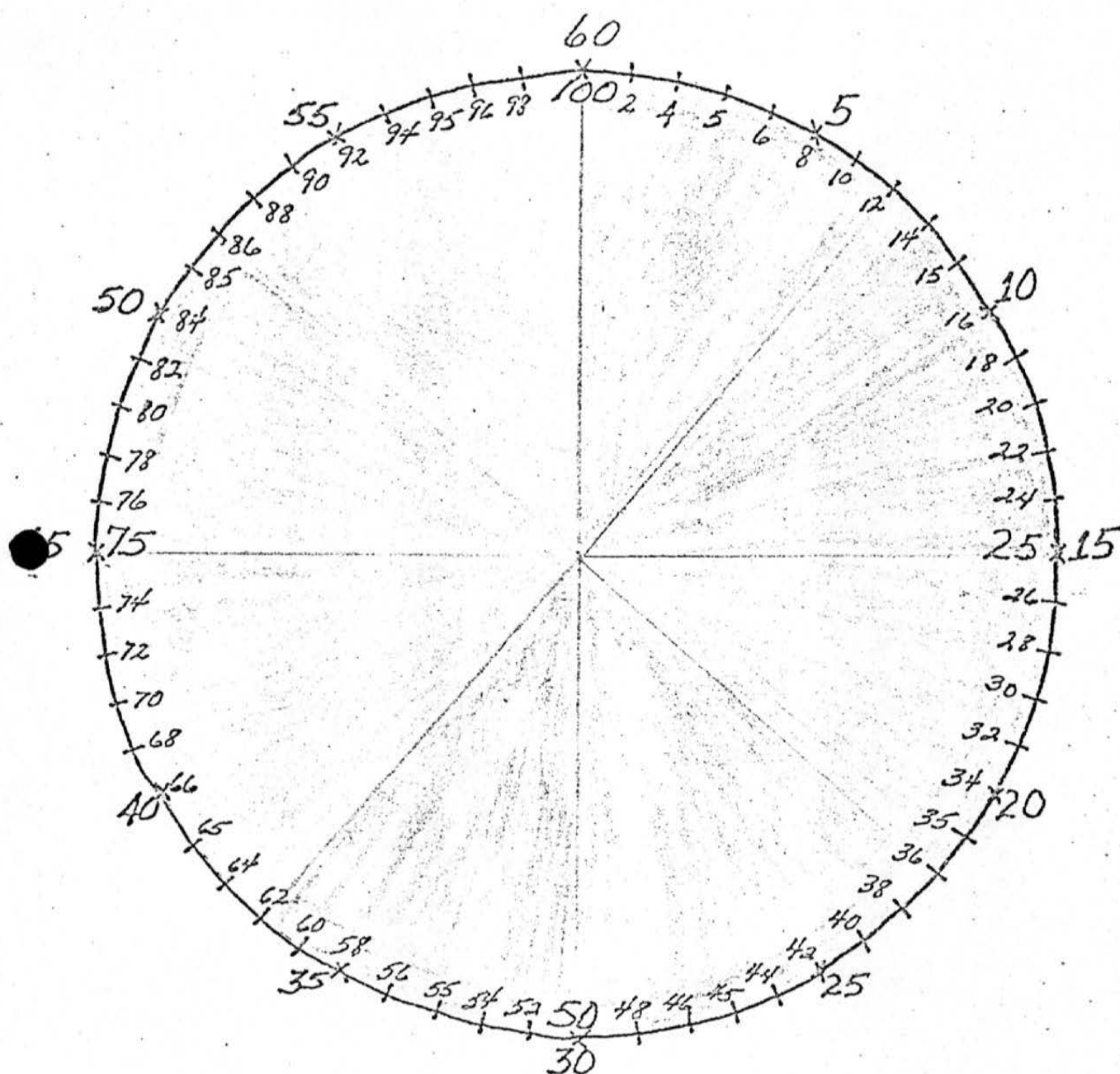
7.75

8.00

8.00

8.00

31:75 Reg



The following is the only exception to this rule: If an employee punches in late and punches out late (by late he must punch in 8 minutes or more after he was scheduled to start and work 8 minutes or more beyond his scheduled stop time) then the punch in time would be subtracted from the punch out time and then rounded to establish how many hours an employee worked.

EXAMPLE:

Scheduled start time 07:00

Scheduled stop time 15:00

Punch Out 15:20

Punch In 07:14

8:06 rounded to 8:00

Team Leader or Department Head/Supervisor must approve all time that is beyond the scheduled stop time when an employee wants to make up time for late arrival

NAME JOHNSON, Jerry No. 2830
 PAY PERIOD ENDING 5/20/79

| R.T. HOURS | RATE | AMOUNT | F.I.C.A. | NUMBER OF EXEMPTIONS |
|------------|------|--------|---------------|----------------------|
| O.T. HOURS | RATE | AMOUNT | FED. W.T. | TOTAL EARNINGS |
| HOURS | | AMOUNT | CITY/ST. W.T. | TOTAL DEDUCTIONS |
| | | | STATE U.C. | BALANCE DUE |
| | | | BONDS | |

| | | DAILY TOTALS | |
|-----------|-------|--------------|-------|
| | | R. T. Hours | O. T. |
| 07 | 7:14 | 8 | |
| 07 | 15:20 | | |
| 08 | 7:00 | 8 | |
| 08 | 15:00 | | |
| 16:00 Reg | | | |

TOTAL HOURS SHOWN IS CORRECT.

Signature

84171 SIMPLEX TIME RECORDER CO., GARDNER, MASS., PRINTED IN U.S.A.

MISSING PUNCH

If an employee forgets to punch in or out they must have that time written in and approved by their TEAM LEADER and/or Department Head/Supervisor in order to be paid. Each written in punch must be signed, not just the total timecard.

Hand written times that are not initialed will not be paid until the employee obtains the proper signature approval. When the signed card is returned to the Accounting Manager's office, the hours due will be paid on the next pay check. Manual checks will not be issued for such hours.

NAME AUSTIN, Marjean NO. 0190PAY PERIOD ENDING 5/20/79

| R.T. HOURS | RATE | AMOUNT | F.I.C.A. | NUMBER OF EXEMPTIONS |
|------------|------|--------|---------------|----------------------|
| O.T. HOURS | RATE | AMOUNT | FED. W.T. | TOTAL EARNINGS |
| HOURS | | AMOUNT | CITY/ST. W.T. | TOTAL DEDUCTIONS |
| | | | STATE U.C. | BALANCE DUE |
| | | | BONDS | |

Approved and paid →

Not approved, not paid →

| | | DAILY TOTALS | |
|-----------|-------|--------------|-------|
| | | R. T. Hours | O. T. |
| 07 | 15:00 | 8.00 | |
| 07 | 23:00 | | |
| 08 | 15:00 | 8.00 | |
| 08 | 23:00 | | |
| 09 | 14:98 | 8.00 | |
| 09 | 23:02 | | |
| 10 | 14:88 | 8.00 | |
| 10 | 23:12 | | |
| 11 | 15:00 | 8.00 | |
| 11 | 23:00 | | |
| 14 | 15:00 | 8.00 | |
| 15 | 15:00 | | |
| 15 | 23:00 | 8.00 | |
| 16 | 15:00 | | |
| 17 | 15:00 | 8.00 | |
| 17 | 23:00 | | |
| 18 | 15:00 | 8.00 | |
| 18 | 23:00 | | |
| 72:00 Reg | | | |

TOTAL HOURS SHOWN IS CORRECT.

Signature

OVERTIME HOURS

To receive overtime in the pay period employees must either work over 8 hours in a day or over 80 hours in the pay period; to establish the 80 hour base in the pay period, sick, vacation and/or holiday hours paid are not included in the total hours.

| | | | |
|----------------------------------|------|-----------------|----------------------|
| NAME <u>KAHL, Lana</u> | | NO. <u>0234</u> | |
| PAY PERIOD ENDING <u>5/20/79</u> | | | |
| R.T. HOURS | RATE | AMOUNT | F.I.C.A. |
| O.T. HOURS | RATE | AMOUNT | FED. W.T. |
| HOURS | | AMOUNT | CITY/ST. W.T. |
| | | | STATE U.C. |
| | | | BONDS |
| | | | NUMBER OF EXEMPTIONS |
| | | | TOTAL EARNINGS |
| | | | TOTAL DEDUCTIONS |
| | | | BALANCE DUE |

| | | DAILY TOTALS | |
|----|-------|--------------|-------|
| | | R. T. Hours | O. T. |
| 07 | 7:00 | 8.00 | |
| 07 | 15:00 | | |
| 08 | 7:00 | 8.00 | |
| 08 | 15:00 | | |
| 09 | 7:00 | 8.00 | |
| 09 | 15:00 | | |
| 10 | 7:00 | 8.00 | |
| 10 | 15:00 | | |
| 11 | 7:00 | 8.00 | |
| 11 | 15:00 | | |
| 14 | 7:00 | 8.00 | .50 |
| 14 | 15:50 | | |
| 16 | 7:00 | 8.00 | |
| 16 | 15:00 | | |
| 17 | 7:00 | 8.00 | |
| 17 | 15:00 | | |
| 19 | 7:00 | 8.00 | |
| 19 | 15:00 | | |

| | |
|-------------------|--|
| 72:00 Reg Hrs | |
| :50 OT | |
| 16:00 Sick | |
| <hr/> 88.50 Hours | |

| |
|--------------------------------|
| 15 th - Sick 8 hrs. |
| 18 th - Sick 8 hrs. |

TOTAL HOURS SHOWN IS CORRECT.

Signature

For employees who are on the 40 hours in a week overtime rule, the following rule is used: An employee can work any amount of hours in a day without it being overtime, only if the employee works more than 40 hours in the week would he receive overtime.

NAME ADAMS, Susan NO. 0113

PAY PERIOD ENDING 5/20/79

| R.T. HOURS | RATE | AMOUNT | F.I.C.A. | NUMBER OF EXEMPTIONS |
|------------|------|--------|---------------|----------------------|
| O.T. HOURS | RATE | AMOUNT | FED. W.T. | TOTAL EARNINGS |
| HOURS | | AMOUNT | CITY/ST. W.T. | TOTAL DEDUCTIONS |
| | | | STATE U.C. | BALANCE DUE |
| | | | BONDS | |

| | | DAILY TOTALS | |
|----|-------|--------------|-------|
| | | R. T. Hours | O. T. |
| 07 | 22:75 | | |
| 08 | 8:75 | 10.00 | |
| 08 | 22:75 | | |
| 09 | 8:75 | 10.00 | |
| 09 | 22:75 | | |
| 10 | 8:75 | 10.00 | |
| 10 | 22:75 | | |
| 11 | 8:75 | 10.00 | |
| 13 | 22:75 | | |
| 14 | 9:50 | 10.00 | .75 |
| 14 | 22:75 | | |
| 15 | 8:75 | 10.00 | |
| 15 | 22:75 | | |
| 16 | 8:75 | 10.00 | |
| 16 | 22:75 | | |
| 17 | 8:75 | 10.00 | |
| 17 | 18:00 | | |
| 17 | 22:25 | | 4.25 |

TOTAL HOURS SHOWN IS CORRECT.

Signature

HOLIDAYS

A. Designated Holidays

1. All full time employees are eligible for 8 hours holiday pay on the following holidays:

New Year's Day
Easter
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

2. Full time employees are to be scheduled for a day off for their holiday during the pay period in which the holiday falls, or the proceeding or succeeding pay periods.

B. Par time employees holiday pay

1. Eligibility

All part time or casual personnel must work on the holiday to be eligible for the holiday pay.

2. Number of Hours To Be Paid

Employees working on the holiday receive their regular hours plus for each hour worked they receive on hour pay not exceeding 8 hours.

EXAMPLE: An employee who works 9.25 hours on a holiday would receive 8.00 hours regular pay, 1.25 hours overtime pay and 8.00 hours of holiday pay if their regular schedule is 8 hours and they are on the 8/80 pay schedule.

C. When Holiday Hours Are Paid

1. Full time employees are paid for the holiday in the pay period in which they are scheduled to be off. Eligible part time employees would be eligible for holiday pay if they work on the holiday.
2. Shifts to be paid for part time employees will begin at 10:45 am (22.75 hours on the time clock) on the eve of the holiday and end at 11:00 pm (23.00 hours on the time clock) on the day of the holiday with the exception of the Christmas Holiday which begins at 3:00 pm (15.00 hours) on the eve of the holiday and end at 3:00 pm (15.00 hours) on the day of the holiday.

EXAMPLES:

Turn to next page.....

HOLIDAYSNAME HAROLDSON, Dale NO. 0711NAME HELGELAND, Richard NO. 0713PAY PERIOD ENDING 06/03/79PAY PERIOD ENDING 06/03/79

| R.T. HOURS | RATE | AMOUNT | F.I.C.A. | NUMBER OF EXEMPTIONS | R.T. HOURS | RATE | AMOUNT | F.I.C.A. | NUMBER OF EXEMPTIONS |
|------------|------|--------|---------------|----------------------|------------|------|--------|---------------|----------------------|
| O.T. HOURS | RATE | AMOUNT | FED. W.T. | TOTAL EARNINGS | O.T. HOURS | RATE | AMOUNT | FED. W.T. | TOTAL EARNINGS |
| HOURS | | AMOUNT | CITY/ST. W.T. | TOTAL DEDUCTIONS | HOURS | | AMOUNT | CITY/ST. W.T. | TOTAL DEDUCTIONS |
| | | | STATE U.C. | BALANCE DUE | | | | STATE U.C. | BALANCE DUE |
| | | | BONDS | | | | | BONDS | |

| | | | | | | | | | |
|-----------------------------|----|-------|-------------------|--|---------------------------|----|---------|-------------------|--|
| | 23 | 8:00 | DAILY TOTALS | | | 23 | 7:00 | DAILY TOTALS | |
| | 23 | 12:00 | R. T. Hours O. T. | | | 23 | 15:00 | R. T. Hours O. T. | |
| | 24 | 8:00 | 4.00 | | | 24 | 7:00 | 8.00 | |
| | 24 | 12:00 | 4.00 | | | 24 | 15:00 | 8.00 | |
| | 25 | 8:00 | 4.00 | | | 25 | 7:00 | 8.00 | |
| | 25 | 12:00 | 4.00 | | | 25 | 15:00 | 8.00 | |
| | 26 | 8:00 | 4.00 | | | 26 | 7:00 | 8.00 | |
| | 26 | 12:00 | 4.00 | | | 26 | 15:00 | 8.00 | |
| | 27 | 8:00 | 4.00 | | | 27 | 7:00 | 8.00 | |
| | 27 | 12:00 | 4.00 | | | 27 | 15:00 | 8.00 | |
| <i>Memorial Day Holiday</i> | 30 | 8:00 | 4.00 | | | 31 | 7:00 | 8.00 | |
| | 30 | 12:00 | 4.00 | | | 31 | 15:00 | 8.00 | |
| | 31 | 8:00 | 4.00 | | | 1 | 7:00 | | |
| | 31 | 12:00 | 4.00 | | | 1 | 15:00 | 8.00 | |
| | 1 | 8:00 | 4.00 | | | 2 | 7:00 | | |
| | 1 | 12:00 | 4.00 | | | 2 | 15:00 | 8.00 | |
| | 2 | 8:00 | 4.00 | | | 3 | 7:00 | | |
| | 2 | 12:00 | 4.00 | | | 3 | 15:00 | 8.00 | |
| | 3 | 8:00 | 4.00 | | | 30 | Holiday | 8.00 | |
| | 3 | 12:00 | 4.00 | | | | | | |
| 40.00 Reg 4.00 Holiday | | | | | 72.00 Reg 8.00 Holiday | | | | |

TOTAL HOURS SHOWN IS CORRECT.

Signature

84171 SIMPLEX TIME RECORDER CO., GARDNER, MASS., PRINTED IN U.S.A.

TOTAL HOURS SHOWN IS CORRECT.

Signature

84171 SIMPLEX TIME RECORDER CO., GARDNER, MASS., PRINTED IN U.S.A.

SICK HOURS

Sick hours must be written on the face of the timecard at the bottom. Sick hours should be recorded even if an employee may not be eligible for sick pay.

Record the number of hours the employee was scheduled to work. Example: A part time employee who is scheduled for 6 hours of work for a day would receive 6 hours of sick pay; a regular full time employee scheduled for 8 hours would receive 8 hours of sick pay; an employee working a 40 hour week/10 hour day would receive 10 hours of sick pay.

An employee is not eligible for sick time until after he has been employed for 1 full year. Sick hours are accumulated from the starting date of employment. After completing 173.33 hours of work, employees are entitled to 8 hours of sick time.

NAME JONES, Douglas NO. 0598

PAY PERIOD ENDING 5/21/79

| R.T. HOURS | RATE | AMOUNT | F.I.C.A. | NUMBER OF EXEMPTIONS |
|------------|------|--------|---------------|----------------------|
| O.T. HOURS | RATE | AMOUNT | FED. W.T. | TOTAL EARNINGS |
| HOURS | | AMOUNT | CITY/ST. W.T. | TOTAL DEDUCTIONS |
| | | | STATE U.C. | BALANCE DUE |
| | | | BONDS | |

| | | | DAILY TOTALS |
|----------------------------------|-------|------|-------------------|
| | | | R. T. Hours O. T. |
| 8 | 7:00 | | |
| 8 | 15:00 | 8.00 | |
| 9 | 7:00 | | |
| 9 | 15:00 | 8.00 | |
| 10 | 7:00 | | |
| 10 | 15:00 | 8.00 | |
| 11 | 7:00 | | |
| 11 | 15:00 | 8.00 | |
| 16 | 7:00 | | |
| 16 | 15:00 | 8.00 | |
| 17 | 7:00 | | |
| 17 | 15:00 | 8.00 | |
| 18 | 7:00 | | |
| 18 | 15:00 | 8.00 | |
| 19 | 7:00 | | |
| 19 | 15:00 | 8.00 | |
| 12 th Sick 7:00-15:00 | | | 8.00 |
| 15 th Sick 7:00-15:00 | | | |
| 64.00 Reg. | | | |
| 8.00 Sick | | | |

Eligible for sick pay but none available (used all available sick hours prior to this pay period) →

SCHEDULES

For auditing purposes the Accounting Manager's Office must be supplied with a schedule each pay period. It should be directed to the Accounting Manager.

The schedule should show the starting time of each non-exempt employee who punches a time clock. If changes in the starting time occur during the two week period, then the schedule must be changed. This schedule is an important document and will be kept on file by the Accounting Manager.

AUDITING

The Accounting Manager will be auditing timecards during the week following the payroll. The cards will be audited according to the rules contained in this book.

The audit is provided to ensure that employees are paid according to federal and state regulations.

ADJUSTMENTS

Original hours which were recorded on the timecard are not changed. When the timecard is returned to the Accounting Manager's office, all necessary corrections will be made on the employee's next timecard.

HOMEWARD BOUND, INC.

EVALUATION OF EMPLOYEE

| Name _____ | Dept. or Position _____ | | Date _____ | | |
|----------------------------|-------------------------|------------------|------------|------------------|----------------|
| _____ | Probationary | Periodic | Annual | Termination | |
| | Out- Standing | Above Average | Average | Below Average | Unsatisfactory |
| Quality of Work | 10 | 9 8 | 7 6 5 | 4 3 | 2 1 |
| Accuracy | | | | | |
| Neatness | | | | | |
| Thoroughness | consistently | sometimes | Consist- | Usually | Consistently |
| Economy ^{X2} | superior | superior | ently | accept- | Unsatisfactory |
| (nursing duties | | | satis- | able | |
| 10 pts/program | | | factory | | |
| duties (10 pts) | | | | | |
| Quantity of work | 10 | 9 8 | 7 6 5 | 4 3 | 2 1 |
| Productivity ^{X2} | | | | | |
| (nursing duties, 10 pts/ | consistently | Often | Meets | Often | Consistently |
| program duties, | exceeds | exceeds | require- | below | below |
| 10 pts. | require- | require- | ments | require- | requirements |
| | ments | ments | | ments | |
| Dependability | 14 13 | 12 11 10 | 9 8 7 6 5 | 4 3 | 2 1 |
| Follows instructions | consistently | Dependable | Ordina- | Not often | Consistently |
| Judgement | dependable | most of | rily | depend- | undependable |
| Punctuality & | | time | depend- | able | |
| attendance | | | able | | |
| Cooperation | 10 | 9 8 | 7 6 5 | 4 3 | 2 1 |
| With supervisor | Inspires | Quick to | Generally | Seldom | Does not |
| With fellow | Others | volunteer | works well | works | work well |
| employees | | & assist | with | well with | with others |
| | | | others | others | |
| Relationship | 14 13 | 12 11 10 | 9 8 7 6 5 | 4 2 | 2 1 |
| With Clients | | | | | |
| Communication | Excellent | Good | Generally | Uncom- | Unsatisfactory |
| Understanding | rapport | rapport | relates | fortable | |
| | | | well to | | |
| | | | clients | | |
| Initiative | 10 | 9 8 | 7 6 5 | 4 3 | 2 1 |
| Ingenuity | | | | | |
| Self reliance | Consistently | Often | Sometimes | Seldom | Needs constant |
| Planning | self-starter | keeps self | finds work | finds work | supervision |
| Ambition | | occupied | for self | without | |
| | | | | supervision | |
| Self Improvement | 10 | 9 8 | 7 6 5 | 4 3 | 2 1 |
| Interest | | | | | |
| Observation | Consistently | Often | Fairly | Seldom asks | Never has any |
| Questions | studious & | inquires | inquisi- | questions | interest |
| Study | interested | & observes | tive & | | |
| | | | studious | | |

| | Out- Standing | Above Average | Average | Below Average | Unsatisfactory |
|--------------|------------------|------------------|-------------|------------------|----------------|
| Personality | 6 | 5 | 4 3 | 2 | 1 |
| Appearance | Consistently | Well liked | Usually | Seldom | Creates |
| Courtesy | respected | and respec | gets along | attracts | antagonism |
| Friendliness | | respected | with others | respect | |
| Expression | | | & makes | from others | |
| | | | fair | | |
| | | | impression | | |

_____ Outstanding = 84 to 100 points

_____ Above average = 59 to 83 points

_____ Average = 33 to 58 points

_____ Below Average = 15 to 32 points

Recommend continued employment
or rehire: _____ Yes _____ No

Evaluated by: _____ Date: _____
(Supervisor)

Reviewed by: _____ Date: _____

Comments/Goals

Employee signature: _____ Date: _____

A. Designated Holidays

1. All full time employees are eligible for 8 hours of holiday pay on the following holidays:

New Year's Day
 Good Friday/Easter
 Memorial Day
 Independence Day
 Labor Day
 Thanksgiving Day
 Christmas Day

2. Any full time employee on the 10 hour day schedule is eligible for only the following holidays: 10 hours on the day above

New Year's Day
 Good Friday/Easter
 Independence Day
 Thanksgiving Day
 Christmas Day

If the holiday is not worked, they will receive 8 hours pay.

When an employee has worked a year under this rule they are eligible to take an additional 6 hours of holiday pay.

3. Full time employees are to be scheduled for a day off for their holiday during the pay period in which the holiday falls, or the preceeding or succeeding pay period.

B. Part time employees holiday pay

1. Eligibility

All part time ^{personnel} must work on the holiday to be eligible for holiday pay.

2. Number of Hours To Be Paid

Employees working on the holiday receive their regular hours plus for each hour worked they receive one hour pay not exceeding 8 hours.

EXAMPLE: An employee who works 9.25 hours on a holiday would receive 8.00 hours regular pay, 1.25 hours overtime pay and 8.00 hours of holiday pay.

C. When Holiday Hours Are Paid

1. Full time employees are paid for the holiday in the pay period in which they are scheduled to be off. Eligible part time employees would be eligible for holiday pay if they work on the holiday.
2. Shifts to be paid for part time employees will begin at 10:45 pm (22.75 on the time clock) on the eve of the holiday and end at 11:00 pm (23.00 on the time clock) on the day of the holiday with the exception of the Christmas Holiday which begins at 3:00 pm (15.00 hours) on the eve of the holiday and end at 3:00 (15.00) on the day of the holiday.

OVERTIME HOURS

Page 6

To receive overtime in the pay period employees must either work over 8 hours in a day or over 80 hours in the pay period; to establish the 80 hour base in the pay period, sick, vacation and/or holiday hours paid are included in the total hours.

7/11 + dk
~~_____~~
~~_____~~
~~_____~~
~~_____~~
~~_____~~

| | | | | | |
|---------------------------|------|------------|---------------|----------------------|--|
| NAME | | KAHL, Lana | | NO. 0234 | |
| PAY PERIOD ENDING 5/20/79 | | | | | |
| R.T. HOURS | RATE | AMOUNT | F.I.C.A. | NUMBER OF EXEMPTIONS | |
| O.T. HOURS | RATE | AMOUNT | FED. V.T. | TOTAL EARNINGS | |
| HOURS | | AMOUNT | CITY/ST. V.T. | TOTAL DEDUCTIONS | |
| | | | STATE U.C. | BALANCE DUE | |
| | | | BONDS | | |

| | | | DAILY TOTALS | |
|-----------------------|-------|------|--------------|------|
| | | | R.T. Hours | O.T. |
| 07 | 7:00 | | | |
| 07 | 15:00 | 8.00 | | |
| 08 | 7:00 | | | |
| 08 | 15:00 | 8.00 | | |
| 09 | 7:00 | | | |
| 09 | 15:00 | 8.00 | | |
| 10 | 7:00 | | | |
| 10 | 15:00 | 8.00 | | |
| 11 | 7:00 | | | |
| 11 | 15:00 | 8.00 | | |
| 14 | 7:00 | | | |
| 14 | 15:50 | 8.00 | | .50 |
| 16 | 7:00 | | | |
| 16 | 15:00 | 8.00 | | |
| 17 | 7:00 | | | |
| 17 | 15:00 | 8.00 | | |
| 19 | 7:00 | | | |
| 19 | 15:00 | | | 8.00 |
| 64:00 Reg Hrs | | | | |
| 8.50 O.T. | | | | |
| 16.00 Sick | | | | |
| 15 th sick | | | 8.00 | |
| 18 th sick | | | 8.00 | |

The following is the only exception to this rule: If an employee punches in late and punches out late (by late he must punch in 8 minutes or more after he was scheduled to start and work 8 minutes or more beyond his scheduled stop time) then the punch in time would be subtracted from the punch out time and then rounded to establish how many hours an employee worked.

EXAMPLE:

Scheduled start time 07:00

Scheduled stop time 15:00

Punch out 15:20

Punch in 7:14

8:06 rounded to 8:00

Reason - many departments
cannot make up late work
by staying later.
ie - getting residents to
school
ie - cooking breakfast

Note: must make employee comfortable
in employment at HBI
give benefit of doubt whether
they can make up time for a late
start.

effective 8/1/78 - incentive
for punctual employees started
this would eliminate late
attendance.

NAME JOHNSON, Jerry NO. 2830

PAY PERIOD ENDING 5/20/79

| R.T. HOURS | RATE | AMOUNT | F.I.C.A. | NUMBER OF EXEMPTIONS |
|------------|------|--------|---------------|----------------------|
| O.T. HOURS | RATE | AMOUNT | FED. W.T. | TOTAL EARNINGS |
| HOURS | | AMOUNT | CITY/ST. W.T. | TOTAL DEDUCTIONS |
| | | | STATE U.C. | BALANCE DUE |
| | | | BONDS | |

| | | DAILY TOTALS | |
|----|-------|--------------|------|
| | | R.T. Hours | O.T. |
| 07 | 7:14 | 8 | |
| 07 | 15:20 | | |
| 08 | 7:00 | 8 | |
| 08 | 15:00 | | |

16:00 Reg.

HOMeward BOUND, INC.
New Hope/Brooklyn Park
Minnesota

PAYROLL PROCEDURE MANUAL

GENERAL

All timecards and hand written time sheets are to be in the Accounting Manager's Office no later than noon on Monday of payroll week.

The 24 hour work day begins at 7:01 am and ends at 7:00 am the following day. The last Sunday night shift is paid on the current timecard. Punch out time will be based on the regular shift schedule of 10:45 pm (22.75 hrs) to 8:45 am (08.75 hrs). Time cards will be replaced at Midnight or prior to 7:00 am whenever a new pay period begins.

Change to 6:00 6-9 shift

All shifts shall be of 8½ hours duration for staff not eating with the residents, with ½ hour unpaid lunch break. Shifts of 5 hours or more will have ½ hour unpaid lunch break. Shifts of 13 hours or more will have two ½ hour unpaid lunch breaks.

Hourly employees are paid on an 8/80 hour/two week basis with time-and-a-half paid for overtime approved, and requested, by management over 8 hours per day, except:

- During and*
1. Child care personnel working night shift are paid on a forty hour per week basis with overtime paid after 40 hours per week.
 2. All housekeeping and Floor Care personnel are paid on a 40 hour week basis with overtime after 40 hours.
 3. Paid inservice and/or paid staff meetings are excluded from overtime calculations as voluntary activities and must be noted on time cards by the Team Leaders and Department Heads/Supervisors.
 4. *If excess of 8 hours is regularly scheduled, the employee is paid on a 40 hour week basis*
If an employee has punched out late and will receive overtime but did not work, the employee will be asked to initial off the overtime for that day when they pick up their pay check.

Scheduled split shifts shall receive \$.10/hour premium pay. Night employees shall receive a \$.20/hour shift differential. Employees working at both New Hope and Brooklyn Park facilities will be treated as separate employees of the two buildings and will not be considered a split shift, ~~or overtime~~. *Overtime will be paid if continuous hours of employment is required by Homeward Bound, Inc. and the 8/80 or 40 hour designated system requires overtime to be paid.*

Wage and hour allows the employer to use the 8/80 or 40 hour system. The procedure must not change for any one employee during the pay period but it may be changed from one pay period to the next.

May 12, 1980

Brooklyn Park Operations Management

Recommendations from Meeting 5/5/80

1. ~~Nursing~~ ^(Team leader) supervision on weekends should not be split between Brooklyn Park and New Hope. Prefer 6-8 hours a day allocated to Brooklyn Park alone; 4 hours minimum. **EMT. STAFF**

2. Consider higher pay differential for nights (and possible for weekends). ^{Review of Comp Prog.}

3. Improve unit staffing (hire more shift supervisors, increase rate of showing up) to utilize available supervisory staff more effectively (esp. Team Leader, HCC). ^(1st of Aug.)

4. Consider 2nd night float position for weekends.

5. Consider new position: Night supervisor (non-nurse) to handle duties delegated by Team Leader, including staff training, team building, supervision, support, some program monitoring (charting on goals) etc. ^{Wkends} ~~super-~~ ^{evenings} ~~Bonus~~. ^{Nurse} Reinforcement of Supervision

6. Draft memo to clarify delegated authority to handle critical situations that cannot be deferred until usual supervisor is available.

RCW ⑤
2nd if needed
Somebody
Description in
Ad.
Schedule
interview
w/pers. mgr.

enough staff
or reliable staff
(8 or 9 night
8-10 shift super.
T.H. = 1 or 2 people
1 m call
kb

50% part time
30% Casual

Summarize
epit interview

data on
sick calls
per week -

Call in 4 hrs
benefit to staff + residents
last wk - Needs
4 shift supervisors wk ends -
3 - RCW evenings
ne. people

4 hrs to be documented

HOMeward BOUND, INC.

ROUTINE DUTIES

EVENING SHIFT - 4:00 p.m. to 7:00 p.m.

DATE:

| Routine Duties | Name (Signature) |
|--|------------------|
| Prepare Night Crew Food | |
| Clean Stove and Hood and Filter | |
| Wash Filters in Range Hood | |
| Empty and Clean Steamer | |
| Sweep Floor (incl. under stove and Freezer refrigerator) | |
| Mop Floor - Kitchen | |
| Wipe all Counters and Sinks | |
| Fill in Production sheet | |
| Empty dishwasher and clean sinks | |
| Put away all dishes and pans | |
| Turn off lights and fans | |
| Put Dirty aprons and rags in laundry | |
| Special Duties to be done Today: | |

HOMEWARD BOUND, INC.

SUMMARY

REPORT OF THE LONG RANGE PLANNING COMMITTEE

During September and October 1979, the Long Range Planning Committee and the Executive Director of Homeward Bound, Inc. solicited recommendations from key individuals in the Mental Retardation field regarding future direction of the Homeward Bound Organization. A report was developed detailing those recommendations. The report was used by the Long Range Planning Committee to develop proposed planning goals for the 1981-1985 time period. This summary condenses the content of the original report and outlines the planning focus as suggested by those who participated in the input process.

INPUT PROCESS

Key individuals representing the State, Regional and Local service agencies were requested to meet with the Long Range Planning Committee to discuss future service directions which Homeward Bound might consider. Concurrently three documents developed by State and Regional planning and funding agencies were reviewed by staff to determine the impact of future planning and fiscal policies on proposed service development.

CONSIDERATION FOR FUTURE SERVICE DIRECTION

Homeward Bound has become a leader in innovative programming for mentally retarded individuals. This fact, combined with the expertise in fiscal, organizational and administrative activities exhibited by the Staff and Board led key individuals to site the following for consideration in planning future service direction:

1. There is a need to develop both direct and indirect services for individuals living in the community and the state hospitals.

Direct Services include those that involve the developmentally delayed individual and his or her parents in a developmentally oriented program environment. Direct services can be provided in a residential setting, in a developmental achievement

center, or in the persons own home.

Indirect Services include those services necessary to carry out planning, organization and administration of direct services, but do not involve the developmentally delayed individual as such. Examples of indirect services may include provision of consultation or education services to other providers, or making available administrative or coordinative services to other providers.

2. Focus for future direct service development should be on the severely and profoundly retarded, multiply handicapped individual, with specific emphasis on development of a graduating continuum of residential services. The trend toward re-focusing the role and function of the State Hospital may increase this need area considerably.

3. The State of Minnesota will continue to emphasize programs that help families work with their developmentally disabled children in the natural or foster home environment. Because of past experience in working with multiply handicapped children, Homeward Bound should consider providing consultation and direct services in the following areas:

- . Parent Programs, including developmental training sessions, Counseling and Self Advocacy.
- . Consultation Services on availability of home remodeling to accomodate the handicapped individual.
- . Respite Care and Home Relief services.

4. There are a number of underserved developmentally disabled groups within the D.D. population. These include:

- . MR Juvenile Offenders
- . MR ADULTS with Children
- . Autistic Adults in State Hospitals
- . Individuals who exhibit self-injurious behavior
- . Older Developmentally Disabled Adults

Homeward Bound should give consideration to the possibility of developing community based services for these populations.

5. Focus for future indirect services should include consideration of the following:

- . Development of Consulation Services for groups or individuals who may be interested in serving the severely and profoundly retarded individuals. Consideration should be given to extending this service to groups outside Minnesota.
- . Development of formal training programs for individuals who wish to enter the Child or Adult care professions. This might be done through affiliation with the University of Minnesota, the Junior College System or the Vocational Educational System.

POLICY IMPACT ON FUTURE PLANNING

As noted previously, three documents that might impact future planning were reviewed. Although formal policy statements are still in the developmental stage, it is important to note some key points from those documents:

1. There is a definite emphasis on the State level to support the development of community based services. Although "support" is stated, the type and quality of support that might be expected is not known.
2. It is expected that there will be an accelerated discharge of fully mobile, fully ambulant severely and profoundly retarded individuals from state institutions. The Department of Public Welfare projects that by 1984 the State institution population will be reduced to approximately 2000. It is currently approximately 3000.
3. It is estimated that approximately 300 residential spaces must become available in the next four years if the 1984 projections are to become a reality.
4. Reimbursement mechanisms under Rule 52 should be amended to include day programming and transportation for developmental achievement center clients.
5. State hospitals will provide services only to those individuals who cannot be served in the community because needed services don't exist. Types of services to be provided may include crisis care when immediate intervention is necessary; short term intensive treatment for medical or behaviorial problems, and to serve as a backup facility to the community in times of dire emergency.

6. Statewide Data, collected in the fall of 1978 noted that of all State Hospital residents surveyed, (N=2794):

- . Approximately 18% are in the age range of 13-20, while 60% are in the 21-42 year age range.
- . Approximately 86% function between the severe and profound levels of retardation.
- . Approximately 12% have no mobility skills.
- . Approximately 45% need special programming to reduce self injurious or aggressive behavior.
- . Approximately 62% of the current residents are not recommended for community placement.
- . Approximately 11% are recommended for placement in family-like settings which provide training in basic daily living skills.
- . Approximately 7% are recommended for placement in settings which provide primary training in basic daily living skills in conjunction with medical and nursing support.
- . Approximately 5% are recommended for placement in medically oriented residential settings which provide primary life support in conjunction with training in basic living skills.

7. The same data collection effort noted above yielded the following information about individuals living in the community:

- . Approximately 8% were in the age range of 0-4, 22% were in the age range of 5-20 years.
- . Approximately forty-two percent (42%) were in the age range of 21-42 years, while approximately 23% were in the 43-65 year age range.
- . The majority of those individuals who were less than four years of age were not able to be assessed in terms of level of functioning.
- . The greatest percentage of those individuals in the 5-12 and 13-20 year age brackets functioned at the severe to profound level of retardation.
- . The individuals in the 21-42 year age bracket predominately functioned at the borderline to moderate level of retardation.
- . Within the 43-65 year age bracket the function level was noted as primarily the mild level while those individuals over 65 years seemed to function primarily at the moderate level.
- . Approximately 5% have no mobility skills.
- . Approximately 9% need special programs to reduce or eliminate self-injurious behavior.

- . The greatest percentage of individuals functioning at the mild or moderate levels of retardation lived either with their families or in Rule 34 facilities serving 16 or more people
- . The predominate types of residential settings for those functioning at the severe or profound level of retardation was either living with parents or living in large group settings (Rule 34 Facilities serving 16 or more individuals).
- . The most prevalent types of community settings for persons at all levels of function were as follows, in order of priority:
 - . Rule 34 facilities
 - . Parental or family home
 - . Independent living situations
 - . Skilled nursing homes

It should be noted that the data collected on community residents did indicate that the data collected on community residents did indicate that there appeared to be a need for some individuals to change from current types of residential settings to other types of residential settings. Because of a peculiarity in the survey instrument, the final analysis of these pieces of data did not lend itself to conclusive interpretation.

The preceding material summarizes the September 1979 Background Report of the Long Range Planning Committee. For more specific information, the reader is referred to that report.

Shene

HOMEWARD BOUND, INC.

REPORT OF THE LONG RANGE PLANNING COMMITTEE

SEPTEMBER 1979

HOMeward BOUND, INC.
New Hope/Brooklyn Park
Minnesota

Facility Management Committee Meeting
February 26, 1980

Present: Wayne Larson, Gary Ohashi, Jeff Starn, Rebecca Stenoen,
Don Turvold, Kent Borden, J.O. Larson, Betsy Hart

Absent: Irene Bethke

The facility management committee meeting was opened at 11:00 am by Wayne Larson. A summary of the Board of Directors meeting was read. Highlights of the Board of Directors meeting were the office addition approval, additional hours for the nursing staff, and a ½ time Volunteer Coordinator. Construction of the office addition is to begin within the next 30 days.

The financial statements for the month of January were reviewed by Wayne Larson. Any actual to budget discrepancies were mentioned and discussed.

Jeff Starn discuss the problem of short staffed units. A minor problem of the short staff was due to the hold on GCA's. Jeff wanted a clear policy on GCA's from Don Turvold and the facility management committee. Discussion followed and was decided that those applying for employment at Homeward Bound, Inc. under the age of 18 years will be hired as GCA's and after their 3 month evaluation and meeting the criteria of 18 year old, should an opening occur in a CCW position, there could be a possibility of a promotion.

Rebecca stressed although animals (pets) are good for the kids, employees must remember that while they are on duty, their prime priority is the kids first. Therefore, animals should not be brought into the building while an employee is on duty. If they wish to bring their pet, it should be arranged during their off-duty hours.

Clarification was made on the overtime policy of Homeward Bound, Inc. Rebecca has received questions from employees concerning overtime. Unless authorized, employees are not paid for overtime and these overtime must be approved on the time cards.

The payroll manual was not discussed at this meeting due to lack of time. Clarification was made to Betsy Hart about the 8/80 rule and the 40 hour week rule. At the request of Wayne Larson, an "updated" version of the payroll policy manual will be sent out to committee members to look over. Each member was asked to send written input to Gary Ohashi so the payroll policy manual can be brought up at the next meeting and implemented at the earliest possible time.

Meeting was adjourned at 12:30 pm.

Respectfully submitted by,


GARY OHASHI, Accounting Manager

HOMeward BOUND, INC.
New Hope/Brooklyn Park
Minnesota

PAYROLL PROCEDURE MANUAL

GENERAL

All timecards and hand written time sheets are to be in the Accounting Manager's Office no later than noon on Monday of payroll week.

The 24 hour work day begins at 7:01 am and ends at 7:00 am the following day. The last Sunday night shift is paid on the current timecard. Punch out time will be based on the regular shift schedule of 10:45 pm (22.75 hrs) to 8:45 am (08.75 hrs). Time cards will be replaced at Midnight or prior to 7:00 am whenever a new pay period begins.

Change to 6:00 am 6-9 shift

All shifts shall be of 8½ hours duration for staff not eating with the residents, with ½ hour unpaid lunch break. Shifts of 5 hours or more will have ½ hour unpaid lunch break. Shifts of 13 hours or more will have two ½ hour unpaid lunch breaks.

Hourly employees are paid on an 8/80 hour/two week basis with time-and-a-half paid for overtime approved, and requested, by management over 8 hours per day, except:

- During and*
1. Child care personnel working night shift are paid on a forty hour per week basis with overtime paid after 40 hours per week.
 2. All housekeeping and Floor Care personnel are paid on a 40 hour week basis with overtime after 40 hours.
 3. Paid inservice and/or paid staff meetings are excluded from overtime calculations as voluntary activities and must be noted on time cards by the Team Leaders and Department Heads/Supervisors.
 4. *If excess of 8 hours is regularly scheduled, the employee is paid on a 40 hour week basis.*
If an employee has punched out late and will receive overtime but did not work, the employee will be asked to initial off the overtime for that day when they pick up their pay check.

Scheduled split shifts shall receive \$.10/hour premium pay. Night employees shall receive a \$.20/hour shift differential. Employees working at both New Hope and Brooklyn Park facilities will be treated as separate employees of the two buildings and will not be considered a split shift, ~~or overtime~~. *Overtime will be paid if continuous hours of employment is required by Homeward Bound, Inc. and the 8/80 or 40 hour designated system requires overtime to be paid.*

Wage and hour allows the employer to use the 8/80 or 40 hour system. The procedure must not change for any one employee during the pay period but it may be changed from one pay period to the next.

The following is the only exception to this rule: If an employee punches in late and punches out late (by late he must punch in 8 minutes or more after he was scheduled to start and work 8 minutes or more beyond his scheduled stop time) then the punch in time would be subtracted from the punch out time and then rounded to establish how many hours an employee worked.
EXAMPLE:

Scheduled start time 07:00
Scheduled stop time 15:00

Punch out 15:20 *Only if approved*
Punch in 7:14
8:06 rounded to 8:00

*Reason - many department
cannot make up late work
by staying later.
ie - getting residents to
school
ie - cooking breakfast*

*Note: must make employee comfortable
in employment at HBI
give benefit of doubt whether
they can make up time for a late
start.*

*effective 8/1/78 - incentive
for punctual employees started
this would eliminate late
attendance.*

NAME JOHNSON, Jerry No. 2830
PAY PERIOD ENDING 5/20/79

| R.T. HOURS | RATE | AMOUNT | F.I.C.A. | NUMBER OF EXEMPTIONS |
|------------|------|--------|---------------|----------------------|
| O.T. HOURS | RATE | AMOUNT | FED. W.T. | TOTAL EARNINGS |
| HOURS | | AMOUNT | CITY/ST. W.T. | TOTAL DEDUCTIONS |
| | | | STATE U.C. | BALANCE DUE |
| | | | BONDS | |

| | | DAILY TOTALS R.T. Hours O.T. |
|-----------|-------|---------------------------------|
| 07 | 7:14 | |
| 07 | 15:20 | 8 |
| 08 | 7:00 | |
| 08 | 15:00 | 8 |
| 16:00 Reg | | |

OVERTIME HOURS

Page 6

To receive overtime in the pay period employees must either work over 8 hours in a day or over 80 hours in the pay period; to establish the 80 hour base in the pay period, sick, vacation and/or holiday hours paid are included in the total hours.

*Wages
Savings
not ok*

NAME KAHL, Lana NO. 0234

PAY PERIOD ENDING 5/20/79

| R.T. HOURS | RATE | AMOUNT | F.I.C.A. | NUMBER OF EXEMPTIONS |
|------------|------|--------|---------------|----------------------|
| O.T. HOURS | RATE | AMOUNT | FED. W.T. | TOTAL EARNINGS |
| HOURS | | AMOUNT | CITY/ST. W.T. | TOTAL DEDUCTIONS |
| | | | STATE U.C. | BALANCE DUE |
| | | | BONDS | |

| | | DAILY TOTALS | |
|-----------------------|-------|--------------|------|
| | | R.T. Hours | O.T. |
| 07 | 7:00 | | |
| 07 | 15:00 | 8.00 | |
| 08 | 7:00 | | |
| 08 | 15:00 | 8.00 | |
| 09 | 7:00 | | |
| 09 | 15:00 | 8.00 | |
| 10 | 7:00 | | |
| 10 | 15:00 | 8.00 | |
| 11 | 7:00 | | |
| 11 | 15:00 | 8.00 | |
| 14 | 7:00 | | |
| 14 | 15:50 | 8.00 | .50 |
| 16 | 7:00 | | |
| 16 | 15:00 | 8.00 | |
| 17 | 7:00 | | |
| 17 | 15:00 | 8.00 | |
| 19 | 7:00 | | |
| 19 | 15:00 | | 8.00 |
| 64:00 Reg Hrs | | | |
| 8.50 O.T. | | | |
| 16.00 Sick | | | |
| 15 th Sick | | 8.00 | |
| 18 th Sick | | 8.00 | |

TOTAL HOURS SHOWN IS CORRECT.

Signature

A. Designated Holidays

1. All full time employees are eligible for 8 hours of holiday pay on the following holidays:

New Year's Day
Good Friday/Easter
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day

2. Any full time employee on the 10 hour day schedule is eligible for only the following holidays: 10 hours pay on the above

New Year's Day
Good Friday/Easter
Independence Day
Thanksgiving Day
Christmas Day

policy holidays worked. If the holiday is not worked, they will receive 8 hours pay.

When an employee has worked a year under this rule they are eligible to take an additional 6 hours of holiday pay.

3. Full time employees are to be scheduled for a day off for their holiday during the pay period in which the holiday falls, or the preceeding or succeeding pay period.

B. Part time employees holiday pay

1. Eligibility

accrual
All part time personnel must work on the holiday to be eligible for holiday pay.

2. Number of Hours To Be Paid

Employees working on the holiday receive their regular hours plus for each hour worked they receive one hour pay not exceeding 8 hours.

EXAMPLE: An employee who works 9.25 hours on a holiday would receive 8.00 hours regular pay, 1.25 hours overtime pay and 8.00 hours of holiday pay.

C. When Holiday Hours Are Paid

1. Full time employees are paid for the holiday in the pay period in which they are scheduled to be off. Eligible part time employees would be eligible for holiday pay if they work on the holiday.
2. Shifts to be paid for part time employees will begin at 10:45 pm (22.75 on the time clock) on the eve of the holiday and end at 11:00 pm (23.00 on the time clock) on the day of the holiday with the exception of the Christmas Holiday which begins at 3:00 pm (15.00 hours) on the eve of the holiday and end at 3:00 (15.00) on the day of the holiday.

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HOMeward BOUND, INC.

LONG RANGE PLANNING COMMITTEE REPORT

SEPTEMBER 1979

I. INTRODUCTION

Homeward Bound, Inc. was established in 1973 to provide, on a non-profit basis, residential facilities that would serve severely and profoundly mentally retarded persons. Individuals living in Homeward Bound facilities were to include the non-mobile, non-ambulatory, multiply handicapped retarded person who was not acutely ill or in need of hospital care.

The philosophy of the Homeward Bound corporation focuses on the provision of individual developmental programs which would enable each resident to achieve his or her maximum potential. Developmental programming is to be provided within a setting which would foster family interaction, allow use of community programs and other appropriate services and provide a home like atmosphere for each resident.

Homeward Bound began developing its first residential facility in 1973, while concurrently serving 16 severely and profoundly multi-handicapped children. Residential services and developmental programming were provided to the children in a temporary setting at River Villa, 22 - 27th Avenue Southeast, Minneapolis, Minnesota 55414.

In 1974 Homeward Bound moved to another temporary facility, leased from Hennepin County. This facility enabled the number of children served to increase to twenty-four. During this period an extensive fund raising effort was conducted, Federal grants were applied for and awarded, State and Local construction, zoning codes, and licensing provisions were reviewed and a search began for an appropriate location for a permanent facility. Homeward Bound opened its doors in 1976 at its present location, 4741 Zealand Avenue North with the

capacity to serve 64 children and young adults.

Homeward Bound's experience between 1973 and 1976 let the Staff and Board to conclude that one residential facility would not be enough to meet the needs of the individuals that were present or potential residents. The residents of Homeward Bound were becoming Young Adults, and as such, needed a different type of environment to assure that their on-going needs were met.

In 1976, the Homeward Bound Board, after reviewing recommendations made by a Long Range Planning Committee, decided to channel its energies to the development of a residential facility for severely and profoundly retarded Young Adults. This decision was made after assessment of Homeward Bound's capabilities as a corporation and extensive review of need based on input and recommendations from representatives of different planning advocacy and direct service agencies. Board and Staff efforts involved in achieving the goal of development of a second residential facility will reach fruition when Homeward Bound's new residence, located in Brooklyn Park, opens its doors in 1979.

II. STRENGTH OF HOMEWARD BOUND, INC.

During the past seven years, Homeward Bound, Inc. has become a leader in innovative program development for mentally retarded individuals. This leadership began and continues as a result of very definite strengths exhibited by both Board and Staff. These strengths include:

- .A Board of Directors composed of active members who represent various interests in community and government structures.
- .A management staff experienced in administration of residential services.
- .A direct service staff experienced in the provision of developmental programming for mentally retarded multiply handicapped individuals.
- .Experience in the start-up of facilities, including fund raising,

developments of grants and fiscal administration.

.Credibility with State and County agencies particularly in the area of provision of quality services.

.Credibility with parents and advocacy agencies, particularly in the area of quality of care and developmental programming.

.A willing ness to look at the needs of mentally retarded people and make a determination of which needs can be met by Homeward Bound.

.A willingness to assess the direction of the Corporation in terms of its strengths and develop long range planning goals to meet needs of the mentally retarded population of Minnesota.

Given the strengths of Homeward Bound, Inc., its past experience and the ever present need for services to mentally retarded people, the Long Range Planning Committee is committed to recommending options to the Homeward Bound Board for inclusion in a plan which would direct the role of the corporation during the next five years.

III. PURPOSE OF THIS DOCUMENT

The purpose of the document is four fold:

.To present the methodology used in aiding the long range planning process.

.To outline the results to date of attempting to determine need, and as a consequence, focus for the long range planning process.

.To present options to be considered as target goals in the long range planning process.

.To present considerations that might influence the target goals.

It is expected that the contents of this document will aid those responsible for the development of the long range goals and objectives for Homeward Bound, Inc.

IV. METHODOLOGY USED IN DEVELOPING OPTIONS FOR LONG RANGE PLANNING

In May, 1979 an organizational meeting of the Long Range Planning Committee of the Homeward Bound Board was held. The purpose of the meeting was to define a work program that would allow an appropriate update of the 1976 Long Range Plan. The update was to be based on measurable goals to be achieved over the next five years.

Members of the Long Range Planning Committee included:

Tom Gardner - Chairman - Vice President of Homeward Bound Board

Florence Claus - Educator - Parent of a Homeward Bound resident

Doug Head - Attorney - Homeward Bound Board member; Member, Homeward
Bound Finance Committee

John Mooney - Chairman, Homeward Bound Building Cte; Pharmaceutical Sales; Parent

Bob Lockwood - Chairman, Minneapolis Association for Retarded Citizens,
Residential Committee; Parent

Wayne Larson - Administrator, Homeward Bound, Inc.

The framework within which the Committee was to work included the 1976 goals of the corporation. The following is a brief statement of those goals:

"Homeward Bound, Inc. should specialize in the delivery of services to severely developmentally disabled persons requiring some medical or nursing care. The environment in which the services are delivered should follow the appropriate implementation of the principles or "Normalization" and Least Restrictive Alternatives.

1. Homeward Bound can be most effective by operating in the seven county area.
2. There exists a need in Hennepin County for children graduating from Homeward Bound and for the training of parents to implement their child's program at home.

3. Homeward Bound should not duplicate or be competitive with organizations in Ramsey County serving multi-handicapped retarded children. Rather Homeward Bound should explore formal endorsement from St. Paul Association for Retarded Citizens and the Area Board before deciding to proceed with development of a Ramsey County facility.
4. Homeward Bound should stabilize and implement programs in New Hope during 1976. This effort should include evaluation of alternative methods of providing medical services and on-going training of parents."

In addition to the 1976 Plan, the Planning Committee also had the benefit of the results of a brain-storming session held by the Executive Committee and the Board on May 10, 1979. Ideas from this session that were considered germane to long range planning included the following:

- .Seek ACFMR-DD/JCAH accreditation for New Hope.
- .Consider the possibility of developing smaller residences for some current New Hope residents.
- .Consider the implications of Homeward Bound waiting list.
- .Communities where Homeward Bound locates grow in their appreciation for handicapped people.
- .Success in implementing new programs and facilities requires a unified effort with dedication.
- .Background data for a plan should include input from Board and Committee members, Staff and Community Agencies and leaders.
- .Planning efforts should not dilute the required efforts to successfully implement programs in New Hope and Brooklyn Park.
- .The Plan should be developed for a five year period and be updated annually.

The Long Range Planning Committee decided its first action would be to seek additional input about potential future direction from individuals responsible for the planning, coordination and implementation of services for developmentally disabled

individuals in Minnesota.

A series of three meetings were held between the Planning Committee and individuals representing Advocacy Agencies, the State Developmental Disabilities Counsel, the State Department of Public Welfare, Ramsey and Hennepin County. Specific representatives included the following:

Hennepin County - Michael Weber, Director of Community Services

Ramsey County - Ed Van Allen, MR Specialist

Milt Conrath, Supervisor, MR Child Placement Unit

Association for Retarded Citizens - James Olsen, Director, MARC

Richard Helgeson, Director, SPARC

School System - Tom Doshan, School District #287

State DD Council - Mary Lee Fithian, Director

State Department of Public Welfare - Ardo Wrobel, Director, MR Program Division

In addition to input from these individuals, three documents were studied to help provide background to the direction of the long range planning effort. These documents included:

1. Selected Demographic and Programmatic Data, Minnesota Individual Information System - 1978-1979.
2. Residential Care Study 1979 - Prepared by the Department of Public Welfare, Office of Policy Analysis and Planning.
3. Role and Function of State Operated Residential Facilities for Mentally Retarded Persons in Minnesota - State Department of Public Welfare; Policy Bulletin 79-30; June 1979.

The following section will summarize the input from community/agency representatives relating to future endeavors of Homeward Bound.

V. SUMMARY OF INPUT FROM COMMUNITY/AGENCY REPRESENTATIVES AND REPORTS REVIEWED

This section summarizes input gathered that may impact the long range planning

focus. The points noted are not in priority order, however, they are summarized by topical heading. Those points with a "C" following indicate community input. Those with an "R" following indicate information from reports that were reviewed and are outlined in Section VI.

FINANCIAL INFORMATION

- .For the present time, Title XIX continues to remain stable. However, it may change depending upon which form of the National Health Insurance Act is adopted. (C)
- .Availability of start up funding and capital and construction cost funding may decrease during fiscal year 1980-81. (C)
- .There may be a slow down in the deinstitutionalization process due to lack of construction money. (C)
- .Program dollars for expansion of DAC programs may have "peaked out". A new funding mechanism may be developed which will involve use of Title XIX funds for DAC services. (C,R)
- .The cost of serving MR individuals in State hospitals for fiscal year 1978 was \$53.06 per day. This cost included program and treatment related services life support and maintenance and administration. (R)
- .As of August 1978, the average per diem for community based residential facilities serving severely or profoundly retarded individuals, some of whom may be non-ambulatory was \$33.41. This per diem assumed that none of the residences exhibited behavior problems. (R)
- .As of August 1978 the average per diem for facilities serving severely or profoundly retarded individuals who were predominantly non-ambulatory was \$48.62. This cost does not include DAC services, transportation, medical costs under Title XIX or other social services. (R)
- .The average per diem of all facilities serving fully ambulant severely and profoundly retarded individuals during the period 1976-1978 was \$30.67. (R)
- .Future community placements from State hospitals will be primarily into new facilities, with an expected increase in operation and capital costs. (C, R)
- .The Block Grant Awards to counties will have an impact on expansion of existing services or development of new services. (C)

FACILITY FUNDING INFORMATION

- .There will be more Federal emphasis, and as a consequence more State and regional emphasis on "Cost Containment" in new facility development. (C)
- .The definition of the term "developmental disability" was ammended and incorporated into Section 102(7) of the Developmental Disability Act. This amendment may have an impact on availability of new funding for services to developmentally disabled individuals. The definition is included

in the glossary. (C)

.Title 7 of the Vocational Rehabilitation Act may provide a source of funding residential development of independent living situations. This may even be extended to the pre-school population. Availability of dollars under this Title is not known at this time. (C)

.It was advised that Homeward Bound begin educating government personnel for diversion of State funds to the Counties. This would allow for innovative program development, for the lower function individual, particularly in the area of semi-independent living situations. (C)

EXISTING RESIDENTIAL FACILITY INFORMATION

.There are presently 220 residential facilities in Minnesota. This number includes 211 community based facilities and nine state hospitals. (C, R)

.There is a total bed capacity of 6650 in 220 settings. This includes 3900 "Community Beds" and 2750 "Institution" beds. (C, R)

.As of June 1979 there were 19 new residential programs being developed, with a total bed capacity of 180. (C)

RESIDENTIAL FOCUS FOR THE FUTURE

.The MR Program Division of the State Department of Public Welfare estimates that by 1984 there should be 5500 Community "beds" and 2000 State Institution "Beds". (C, R)

.It was estimated that there was a need for approximately 500 semi-independent living situations (SILS). No estimate was given relating to expected functioning levels of individuals to be served by SILS. (C)

.SILS are considered to be a cluster of 3-8 apartments within an apartment building. The residents would either be sheltered employees or work in the community. The type of supervision given would be more appropriately considered "counseling" rather than strict supervision. Some models, such as Orvilla and Horizon Apartments are now in operation. (C)

.SILS are needed for higher functioning people working in the community. Some mechanism must be developed to pay for the needed "follow along" counseling as a part of a SILS Program. Presently Section 8 of the HUD Regulations are available for SILS construction, but no Federal, State or County dollars are available for operating costs. (C)

SPECIFIC SUGGESTIONS FOR HOMEWARD BOUND, INC. LONG RANGE PLAN

.Homeward Bound was advised to focus future efforts on the development of small group settings for severely and profoundly retarded adults who might benefit from a small, minimum structure environment. (C)

.It was strongly advised that Homeward Bound not focus planning efforts on the high functioning mentally retarded individual. The majority of services now existing focus on this type of a population, even though there is a great need to develop a part of the continuum to which the severely and profoundly multiply handicapped individuals may graduate. (C)

.There will continue to be emphasis on helping families work with their developmentally disabled children in the natural or foster home environment. Because of its past experiences and expertise in working with the multiply handicapped child, Homeward Bound should consider providing consultation and direct services in the following areas: (C)

- .Parent training including Foster Care training
- .Parent Counseling
- .Self advocacy for Parents
- .Consultation services on availability of home remodeling to accommodate the handicapped child
- .Respite Care and Home Relief Services

.Homeward Bound should consider developing services for the underserved developmentally disabled populations. These populations include; (C)

- .MR Juvenile offenders
- .MR Adults with Children
- .Autistic Adults in State Hospitals
- .Adults and Children exhibiting self injurious behavior
- .Adults and Children exhibiting general behavior problems
- .Older Developmentally Disabled adults

.Homeward Bound should consider developing a consultation service for group or individuals who may be interested in serving the severely profoundly retarded individuals. This service should extend outside Minnesota, (C)

.Homeward Bound should consider developing formal training programs for individuals who wish to enter the child or adult care professions. This might be done through affiliation with the University of Minnesota, the Junior College System in Minnesota or the Vocational Educational System. (C)

GENERAL COMMENTS FROM AGENCY AND COMMUNITY REPRESENTATIVES GENERATED AFTER EACH PLANNING SESSION INCLUDED THE FOLLOWING:

.The Homeward Bound Board should be open to a number of different options when considering their goals for the next five years.

.Very few organizations can handle capital funding with the same skill exhibited by Homeward Bound, Inc. in their two building efforts.

.Homeward Bound should consider focusing on the following need areas:

- .Development of training programs to insure that children can be served in their natural homes or in foster settings.
- .Development of small housing units with less structured programs for graduates of Homeward Bound I and II.
- .Consider developing alternative staffing patterns for small housing units (use of House Parent concept is declining).
- .Develop programs to serve the geriatric population. *High Rise?*
- .Homeward Bound, Inc. should consider setting up an "umbrella" corporation to administer various needed programs.
- .Homeward Bound, Inc. should consider the possibility of designing building that can be used in different manners if needs of the population change.
- .Consideration should be given to adapting the New Hope Facility to the needs of severe behavior problem children (other input was negative).
- .Homeward Bound, Inc. should investigate the impact of Block grants on the future of service development in Hennepin County.
- .Homeward Bound, Inc. should consider developing a residential program which would involve use of DAC funds and personnel to provide in house support services.

VI. SUMMARY OF WRITTEN DOCUMENTS

In addition to obtaining the input outlined in the preceeding section, three documents that may impact Homeward Bound's long range planning efforts were reviewed. The following material summarizes the important points in those documents.

.Selected Demographic and Programmatic Data, Minnesota Individual Information System 1978-1979

At the time this report was being written, there was a concurrent reporting effort being carried out by the MR Program Division of the State Department of Public Welfare. The report was based on analysis of data gathered, on a state wide basis on approximately 11,000 developmentally disabled individuals during late 1978.

The analysis was based on two groups of developmentally disabled individuals, those presently residing in state hospitals and those residing in the community. The following tables and information are exerpts from the report that may aid in development of long range planning.

TABLE I

COMPARISON OF AGE RANGES

| | <u>COMMUNITY RESIDENTS</u> | | <u>STATE HOSPITAL RESIDENTS</u> | |
|-------|----------------------------|----------|---------------------------------|----------|
| | <u>TOTAL</u> | <u>%</u> | <u>TOTAL</u> | <u>%</u> |
| 0-4 | 629 | 7.5 | 12 | 0.4 |
| 5-12 | 685 | 8.2 | 94 | 3.4 |
| 13-20 | 1136 | 13.6 | 488 | 17.5 |
| 21-42 | 3515 | 42.3 | 1656 | 59.3 |
| 43-65 | 1939 | 23.3 | 495 | 17.7 |
| 66+ | 404 | 4.9 | 49 | 1.8 |
| | <u>8308</u> | | <u>2794</u> | |

TABLE II
COMPARISON OF FUNCTIONING LEVEL

| <u>FUNCTIONING LEVEL</u> | <u>COMMUNITY RESIDENTS</u> | | <u>STATE HOSPITAL RESIDENTS</u> | |
|--------------------------|----------------------------|----------|---------------------------------|----------|
| | <u>TOTAL</u> | <u>%</u> | <u>TOTAL</u> | <u>%</u> |
| Normal | 276 | 3.3 | 3 | 0.1 |
| Borderline | 871 | 10.5 | 47 | 1.7 |
| Mild | 1699 | 20.5 | 136 | 4.9 |
| Moderate | 2030 | 24.4 | 211 | 7.6 |
| Severe | 2050 | 24.7 | 724 | 25.9 |
| Profound | 673 | 8.1 | 1664 | 59.6 |
| Undetermined | 709 | 8.5 | 9 | 0.3 |
| | <u>8308</u> | | <u>2794</u> | |

IN THE COMMUNITY

- .The greatest percentage of those being served who are less than four years of age fall into the "undetermined" category in relation to level of functioning.
- .The greatest percentage of those individuals between five and twelve years of age function at the severe to profound level of retardation, as do those individuals in the 13-20 year age bracket.
- .The greatest percentage of individuals in the 21-42 year age bracket function at Borderline or Moderate level of retardation.
- .The greatest percentage of individuals in the 43-65 year age bracket function at the Mild level of retardation.
- .The greatest percentage of those individuals over 65 function at the Moderate level of retardation.

IN THE STATE HOSPITALS

The greatest percentage of all people in each of the six age brackets function at the Profound level of retardation.

TABLE III
COMPARISON OF LEVEL OF MOBILITY

| <u>LEVEL OF MOBILITY</u> | <u>COMMUNITY</u> | | <u>STATE HOSPITAL</u> | |
|-------------------------------|------------------|----------|-----------------------|----------|
| | <u>TOTAL</u> | <u>%</u> | <u>TOTAL</u> | <u>%</u> |
| Independent | 6782 | 81.0 | 1851 | 65.9 |
| Walks with Support | 313 | 3.7 | 141 | 5.0 |
| Walks Unaided with Difficulty | 322 | 3.8 | 176 | 6.3 |
| Wheelchair/Self | 158 | 1.9 | 97 | 3.5 |
| Wheelchair/Others | 294 | 3.5 | 204 | 7.3 |
| No Mobility | 428 | 5.1 | 333 | 11.9 |
| Not Recorded | 73 | 0.9 | 5 | 0.2 |
| | <u>8370</u> | | <u>2807</u> | |

Approximately 3 percent of the individuals living in community settings and approximately 16% of those living in State Hospitals are in need of special programs for self injurious behavior.

Approximately 6% of the individuals living in the community and approximately 29% of those living in State Hospitals are in need of special programs to curb aggressive behavior.

IN THE COMMUNITY

.The greatest percentage of individuals functioning at the mild or moderate level of retardation are living with their family or in Rule 34 facilities serving 16 or more people.

.The predominant types of residential setting for those functioning at the severe or profound level of retardation are either living with parents and family or living in a large group setting (Rule 34 facility serving 16 or more individuals).

.The four most prevalent types of community settings for persons at all levels of functioning include, in order of priority

- .Rule 34 facilities
- .Parental or Family home
- .Independent living situations
- .Skilled Nursing Home settings

IN THE STATE HOSPITAL SYSTEM

.Approximately 62% of the current State hospital population are recommended as needing a State hospital setting.

.Approximately 11% of the population are recommended for residential placement in a Developmental/Family living setting. This type of setting provides training in basic daily living skills in a family like environment.

.Approximately 7% of the population are recommended for settings which provide primary training in basic daily living skills in conjunction with medical/nursing support. (Developmental Medical Type 1B Setting)

.Approximately 5% of the population are recommended for placement in residential programs which provide primary life supports in conjunction with training in basic living skills in a medically oriented environment. (Developmental Medical Type 1A Setting)

At the time of the writing of this report, the analysis of State Wide Data was not complete. It is expected to be completed by November, 1979.

RESIDENTIAL CARE STUDY

Prepared by the Department of Public Welfare, Office of Policy Analysis and Planning.

In June 1977, the Governor of Minnesota requested the Department of Public Welfare to assess the role of state operated nursing homes and

hospitals and produce recommendations for future operation of the facilities.

The study examined the local residential care system for mentally ill, mentally retarded and chemically dependent individuals. The study consisted of seven sections when presented:

1. A General Purpose Statement
2. Descriptive History of Residential Care System in Minnesota
3. The Current Status of The Residential Care System in Minnesota
4. A Comparative Analysis of Population and Economic Factors and their Relationship to the Incidence of Disabilities
5. Problems and Issues
6. Presentation and Analysis of Policy Options
7. Recommended Policy Options and their Implementation

Of concern to Homeward Bound's long range planning were the policy options and implementation strategy recommended for the mentally retarded population in Minnesota.

In order to select policy options for the State hospitals MR population it was assumed that the fully mobile, fully ambulant severely or profoundly retarded person with no major behavior problems would have the greatest potential for successful community adjustment. It was further assumed that this group of mentally retarded people could be served cost effectively in community based programs. The following policy options were developed:

- A. STATUS QUO OPTION - Leave the present policies as the residential care system for mentally retarded individuals unchanged.
- B. ADMISSION POLICY CHANGE - No longer admit fully mobile, fully

ambulant individuals who are severely or profoundly retarded (FM, FA/SP) with no major behavior problems to the State hospital system. There are approximately sixty of these admissions per year. In the future, they will be diverted to the community.

- C. ADMISSION POLICY CHANGE AND LIMITED DISCHARGE POLICY CHANGE - Institute the admissions policy change outlined in option B and discharge one half of the FM/FA/SP residents with no major behavior problems currently in the State hospital system into the community over a 5 year period.
- D. ADMISSION POLICY CHANGE AND FULL DISCHARGE POLICY CHANGE - Institute the admission policy change and discharge all FM/FA/SP residents with no major behavior problem to community facilities.

Each policy option was evaluated within the context of the following criteria:

- .Most effective use of resources in both the private and public sector
- .Most effective treatment in the context of the least restrictive alternative
- .No increase in projected cost to state and county government.

The final policy objectives recommended by the staff of the office of Planning and Analysis included the following:

- .Accelerate discharges from State hospitals of fully mobile, fully ambulant severely or profoundly retarded individuals with no major behavior problems, so that by 1984 few, if any of these residents will be serviced by State hospitals.
- .Divert potential State hospital admissions of the target population to community facilities.
- .Reduce the average daily population of mentally retarded residents in State hospitals to 1897 by 1984.

To accomplish the policy objectives, it was recommended that the development of intermediate care facilities be targeted to State hospital receiving districts affected most by the discharge (Faribault, Cambridge, Brainard, St. Peter).

REPORT RECOMMENDATIONS

- The Residential Care Planning report recommended that the following time table be set to insure the development of needed beds over the next 5 years:

| | |
|------|----------|
| 1980 | 290 beds |
| 1981 | 283 beds |
| 1982 | 266 beds |
| 1983 | 252 beds |
| 1984 | 246 beds |

- The beds may be newly created or existing beds. It is estimated that new ICF/MR bed development must proceed at approximately 300 per year through fiscal year 1984. The number of new beds needed may decrease if existing beds increase as a result of development of SILS.
- The reimbursement mechanism under Rule 52 for ICF/MR's should be amended to allow the inclusion of day programming in DAC's as a part of the residential per diem. This may reduce the cost of day services to state and county governments.
- Transportation costs for DAC participation should also be included in residential per diem reimbursed under DPW Rule 52. The cost of these services is currently 100% state funded.
- Admission Criteria to State hospitals should be revised to insure that fully mobile, fully ambulant severely or profoundly mentally retarded persons are admitted to community residents rather than State hospitals.
- A five year plan should be developed by each state hospital for the discharge of fully mobile, fully ambulant severely or profoundly mentally retarded

state hospital residents.

At this writing the preceeding recommendations have been forwarded to the Governor's office for his sanction. Should the recommendations be approved, it is expected that an Ad Hoc Task Force will be appointed to develop a detailed plan of implementation.

ROLE AND FUNCTION OF STATE OPERATED RESIDENTIAL FACILITIES FOR MENTALLY RETARDED PERSONS IN MINNESOTA, State Department of Public Welfare, Policy Bulletin 79-30, June 1979.

This policy bulletin describes the role and function of state operated residential facilities as integral parts of Minnesota's comprehensive service system for persons who are mentally retarded.

The bulletin has four stated purposes and directs state operated facilities to modify admission transfer and discharge policies accordingly. The purposes of the bulletin are as follows:

- A. To place state operated facilities in perspective with the broader comprehensive service system for the MR/DD population of Minnesota.
- B. To identify populations that will be served in state operated facilities.
- C. To specify role and function of the state operated facilities.
- D. To specify state facility staff responsibilities to local planning groups and other service providers in the areas of evaluation, treatment and prevention.

Major points in this bulletin include the following:

1. POPULATION TO BE SERVED BY STATE OPERATED RESIDENTIAL FACILITIES
INCLUDE

- .Severely or profoundly retarded persons who have other physical or sensory disabilities that require combinations of specialized services not available in the local community.
- .Persons whose physical or behavioral condition precludes placement in a privately operated nursing facility.
- .Mentally retarded persons with severe behavior problems who cannot be adequately served in privately operated facilities. This includes persons whose behavior disorders require treatment procedures which may cause conflict between the constitutional right to treatment and other constitutional rights, and may include the following specific groups:

- .Mentally retarded persons with destructive behavior to property or posing severe risks to the neighborhood.
 - .Mentally retarded persons who are dangerous to themselves or others.
 - .Persons with psychotic behaviors needing intensive behavioral controls and/or medication controls.
 - .Mentally retarded persons who are chemically dependent.
- .Mentally retarded persons needing and requesting temporary care through referral from the local social service agency for which court order is not required. These services include:
- .Crisis care when immediate action is necessary.
 - .Parental relief when other options are not available near home community.
 - .Short term intensive training and treatment when community alternatives are not available.
 - .Backup services to privately operated residential facilities in the event of natural disaster, strike or closure.

.Diagnostic and evaluation services in a controlled environmental setting when such is not available through local mental health or privately operated residential services.

.Court ordered placement of mentally retarded persons under the provisions of the Minnesota Hospitalization and Commitment Act. Persons for whom appropriate local community facilities are not yet available.

2. POPULATIONS TO BE EXCLUDED FROM SERVICE BY STATE OPERATED RESIDENTIAL FACILITIES INCLUDE

.Mildly or Moderately retarded persons.

.Severely or profoundly retarded persons who do not have physical or sensory disabilities.

3. ADMISSIONS

Admissions may be made only through the local social service agency in accordance with DPW 185. The state facility may not refuse an appropriate referral. If it is determined that a special alternative is more appropriate the state facility staff must assist the referring social service agency until an appropriate placement is made. An appropriate alternative is considered to be a local community resource or another state operated facility that has a specialized program for the particular type of presenting problem.

4. TRANSFER

The state facility may not transfer residents to another residential facility either state operated or private without the involvement and approval of the responsible local social service agency.

5. DISCHARGE

State facility staff shall inform the local social service agency when a resident is ready for community placement, and shall assist the local social service agency in developing a discharge plan. This shall include a written summary concerning readiness for placement and recommendations concerning a continuing plan of after-care services.

6. IDENTIFICATION OF STATE HOSPITAL RESIDENTS

State facilities shall identify those residents for community placement who do not come under this policy. This shall include those residents who are ready for placement in a privately operated residential facility in a training program to prepare for placement in privately operated facilities.

All such information must be kept up to date and made available to DPW, and the appropriate community mental health, human service and local social service agency.

7. SUPPORT BY THE STATE DEPARTMENT OF PUBLIC WELFARE

The Department of Public Welfare will support local county mental health and human service agencies if they opt to develop local service alternatives for persons who come under the provision of the role and function policy, providing such development does not detract from the development of services to persons not coming under this policy.

The reader is asked to note that the material summarized under the heading ROLE AND FUNCTION OF STATE OPERATED FACILITIES was taken verbatim from the policy bulletin. It is acknowledged that some statements are unclear and some terminology should be clarified.

VII. CONSIDERATIONS

To date, the efforts of the Long Range Planning Committee have included review of a number of documents and input for a number of community/agency representatives involved in planning, coordinating and implementing services for the developmentally disabled people in Minnesota.

Items to be considered after summarizing all input are as follows:

1. There is a need to develop services for individuals living in the community and individuals living in state hospitals.
2. Types of services needed could include both direct and indirect services.
 - (a) Examples of direct services include:
 - .development of residential facilities
 - .development of day services
 - .development of a number of different types of training services
 - (b) Examples of indirect services could include:
 - .Consultation and Education
 - .Administrative services
 - .Brokerage services
 - .Coordinative services
3. There is a definite trend to refocus the role and function of the state operated facilities. This includes specifically defining the populations to be served by these facilities and enforcement by the Department of Public Welfare of coordinative efforts between state facilities and referral agencies.
4. There is a definite trend on the state level to support the development of needed community based residential facilities.
 - (a) The local planning groups also seem to support this effort.
 - (b) Although "support" is stated, the type and quality is not known.

5. There may be changes in development of community based services as a result of change or modification in funding patterns.

(a) Deinstitutionalization efforts may slow down for a period of time as a result of change or reduction in some funding sources.

GLOSSARY

The following terms and definitions will aid in discussion of long range planning efforts.

Sources: Rule 34: Standards for the operation of residential facilities and services for people who are mentally retarded.

Rule 80: Standards for the operation of residential facilities and services for the physically handicapped.

Rule 185: Community Mental Health Board and County Welfare or Human Service Board responsibility to individuals who are mentally retarded.

CAIR Report:

Planning Alternatives for the Developmentally Disabled Individual-1975

ACCOUNTABILITY: Demonstrable evidence that resources are used in the most economic and efficient manner to bring about maximum development of an individual's potential

AMBULATORY: The ability to walk independently and at least negotiate any barriers necessary to get in and out of a facility

ASSESSMENT: General inventory or description of individual characteristics

BOARD AND LODGING PROGRAMS: Residential settings providing weekday accommodations enabling persons having a developmental disability to participate in day programs during the weekday and return to a family or family like environment during the weekend

CASE MANAGEMENT: Services which provide coordination of all case activities on behalf of the client of the local social service agency. The focus of this service is the mobilization of resources needed to obtain and maintain maximum level of functioning of the client

COMMUNITY ALTERNATIVES: Residential programs in the community provided as an alternative to institutionalization

COMMUNITY MENTAL HEALTH BOARD: Local area board or human services board which is responsible for planning and facilitating services in mental retardation and assuring the delivery of those services.

COMMUNITY SERVICES: Any human service that is independent of and located apart from the residential facility and provides services to residents of the facility

DAY CARE: Comprehensive and coordinated sets of activities providing personal care and other services to pre school-school age and adult developmental disabled individuals outside their own home during a portion of a 24 hour day

- DEINSTITUTIONALIZATION:** The acts of preventing new admissions to institutions, returning residents of institutions to appropriate residential programs in the community and creating an environment at institutions which fosters residents development and insures protection of resident's rights
- DEVELOPMENTAL ACHIEVEMENT CENTERS:** Community based day facilities which provide developmental programs to mentally retarded individuals. Programming includes a variety of creative, social, physical and learning activities based on an assessment of individual need
- DEVELOPMENTAL BEHAVIOR TRAINING PROGRAM:** A short term residential program directed at reducing or eliminating maladaptive behavior to a level appropriate for placement in other developmental residential programs
- DEVELOPMENTAL DISABILITY:** The term "developmental disability" means a severe, chronic disability of a person which
- (A) is attributable to a mental or physical impairment or a combination of mental and physical impairments
 - (B) is manifested before the person attains age twenty-two
 - (C) is likely to continue indefinitely
 - (D) results in substantial functional limitation in three or more of the following areas of major life activity (i) self care (ii) receptive and expressive language (iii) learning (iv) mobility (v) self-direction (vi) capacity for independent living and (vii) economic sufficiency; and
 - (E) reflects the persons needs for a combination and sequence of special interdisciplinary or genetic care, treatment or other services which all life long or of extended duration and are individually planned and coordinated
- DEVELOPMENTAL FAMILY LIVING PROGRAM:** A residential program primarily providing training in basic developmental daily living skills in a family like living environment
- DEVELOPMENTAL FOSTER PROGRAM:** A residential program emphasizing individualized attention in a surrogate family environment involving licensed foster parents
- DEVELOPMENTAL MEDICAL PROGRAM-LEVEL A:** A residential program providing primarily life support care in conjunction with training in basic daily living skills in a medically oriented environment
- DEVELOPMENTAL MEDICAL PROGRAM-LEVEL B:** A residential program providing primarily intensive training in basic daily living skills in conjunction with medical/nursing support required in an intermediate care facility
- DIAGNOSTIC SERVICES:** Coordinate services included but not limited to psychological social, medical and other services necessary, the presence of a disability, its causes and complications. It is an assessment of the client's condition and a guiding factor in the development of the individual's service plan

- DEVELOPMENTAL SERVICES: A comprehensive and coordinated set of developmental learning activities conducted in or outside the home during a portion of the day. The focus is on the individual program plan and upon acquisition of skills in self care and daily living
- FACILITY: Out of home setting providing training in self care, remedial developmental and social skills
- FAMILY SUBSIDY PROGRAM: Experimental program for home care and training of children who are mentally retarded
- FAMILY SUPPORT SERVICE: Those services which enable the family as a unit to meet the family related needs of the mentally retarded person
- FOLLOW ALONG SERVICES: A monitoring relationship by the local social service agency on a life long basis (if need be) that assures that the mentally retarded person has his needs met when there is a change in his needs, progression to new levels of competency or in crisis situations
- GOAL: General statement of overall final accomplishments towards which activities are directed
- INDIVIDUALIZED INSTRUCTION: Instruction in programs based on the learners specific need and existing skill level
- INDIVIDUALIZED PROGRAM: A set of progressive goals and objectives with services and activities indicated which will insure goals are met for a specific individual
- INTERDISCIPLINARY TEAM: Persons representing professions, disciplines or services who are responsible for evaluating resident's needs, planning an individualized program to meet identified needs and periodically review the resident's progress in his program
- INTERMEDIATE CARE FACILITY: ICF/MR-A facility dually licensed by the State Department of Health and the State Department of Public Welfare to provide for the diagnosis, treatment and/or rehabilitation of mentally retarded persons
- LEGAL INCOMPETENCE: The legal determination that a resident is unable to exercise his full civil and legal rights, and that a guardian is required to protect the person in matters relating to appropriate care and supervision
- LIFE SUPPORT SERVICES: Direct, possibly continuous medical services for maintaining the life of an individual
- LOCAL SOCIAL SERVICE AGENCY: Local agency (county) under the authority of the County Welfare Board or Human Services Board which is responsible for social services and income maintenance
- MAY: Indicates that the provisions or practices stated in a given rule or regulation are permitted but not mandatory

MENTAL RETARDATION: Diagnosis of a condition which indicates significant sub average intellectual functioning existing concurrently with demonstrated deficits in adaptive behavior and manifested during the developmental period

MINIMALLY SUPERVISED APARTMENT LIVING:

PROGRAM: A residential program with resource staff to provide situational counseling for maintaining 24 hour independent living. Counseling may be provided on or off the premises

MOBILE: The ability to move from place to place with the use of devices such as walkers, crutches, wheelchairs, wheeled platforms, etc.

NON-AMBULATORY: Inability to walk independently

NON-MOBILE: Inability to independently move from place to place

NORMALIZATION PRINCIPLE: Allowing mentally retarded individuals to obtain an existence as close to normal as possible by making available to them patterns and conditions of everyday life that are as close as possible to the normal and patterns of the mainstream of society

PHYSICAL HANDICAP: Those orthopedic, coordination, sight and hearing disabilities that culminate in significant reduction of mobility, flexibility or perception and that alone or in combination interfere with the individuals ability to function independently. They are not the result of the normal aging process and are considered to be chronic conditions

PROTECTIVE SERVICES: Social, legal and other appropriate services which assist individuals who are unable to manage their own affairs or to protect themselves from neglect, exploitation or hazardous situations and help them exercise their rights as citizens

RULE 34: Standards for the operation of residential facilities for people who are mentally retarded

RULE 52: Cost Reimbursement system used to determine per diem rates for ICF-MR Residences in Minnesota

RULE 80: Standards for the operation of residential facilities for people who are physically handicapped

RULE 185: Community Mental Health Board and County Welfare or Human Service Board responsibility to individuals who are mentally retarded

SELF PRESERVATION: Term used by licensing and certification agencies to describe if a resident is, or is not, capable of taking appropriate action to save themselves in an emergency situation in a residential facility

SHALL: Indicates the requirement, provision or practice stated in a rule or policy is mandatory

SOCIAL/VOCATIONAL PROGRAMS: Residential programs providing basic training in independent living and vocational skills in a group environment directed toward 24 hour self sufficiency

STATE HOSPITALS: (State operated residential facilities) provision of living quarters, board, personal care and supervision in a State operated residential setting

STRUCTURALLY ADAPTED COMMUNITY HOUSING: Standard community housing adapted to enable adults who have a disability that impairs mobility or requires structural safety features to reside relatively independently in the community. Such housing may or may not provide any form of developmental programming or family/personal assistance

SUPERVISED LIVING FACILITY: (SLF) A facility licensed by the State Department of Health to provide a residential, non institution, home like setting for persons who are mentally retarded

TITLE XIX: Federal Medicaid funding regulations under which ICF-MR residences operate in Minnesota

Purpose: To aid in the communication between staff parents, relatives, friends and others who care for our children.

HOMeward BOUND

February, 1978

Phone 535-6171

No. 4

PARENT'S MEETING NOTICE

The next Parent's Meeting will be Tuesday, February 21, at 7:30 P.M., in the Activity Room at Homeward Bound. The agenda includes meeting Homeward Bound's Board of Directors, attending their meeting, hearing committee reports and review of the Brooklyn Park young adult facility building plans.

Homeward Bound Board meetings are always open to anyone interested in attending. Please try to come on February 21st for this most informative meeting.

HOMeward BOUND'S SPECIAL PERSON OF THE MONTH

Irene Bethke our Food ^{Services Supervisor} " at Homeward Bound is a very busy mother of 6 children and also very active in several organizations. She has two boys and four girls. Three of her children are in college, two in high school, and one girl working toward a trip to Spain.

Irene enjoys working at Homeward Bound and feels that it is a challenge for her. She believes in the concept of Homeward Bound and is most fond of the children living at the home. Many of the children come to the kitchen to visit her and the children love it when she makes lasagne for them.

Beside work Irene is involved in many volunteer organizations. One of her favorites is the Ballet Folklorico of Minnesota. She is the costume director and designs and makes the costumes for 23 students, both boys and girls, who perform in the Ballet. The students are from high school to college age. She has to do research work in designing the costumes since they represent authentic regional costumes of Mexico and each number the group performs requires a costume change. They perform once a week and she tries to attend each performance to help with the makeup and hair pieces. Irene studied Folklorico costume design at the University of Southern Colorado and at the University of Seattle Washington. It is a nonprofit organization and any money made is used to purchase fabric and equipment for the performances. The Ballet Folklorico of Minn. represented Minn. in the ANF & F (National Association of Folklorico groups).

At the North Side Settlement Irene teaches occasional workshops for the dance groups.

Irene serves as a member of many board of directors: The Urban Coalition, board of the Centro Cultural Chicano, a social service agency that has interpreters and serves as an advocate with welfare agencies and senior citizens; she is on the Spanish Advisory Comm. to Mr. Hofstede; on the Spanish Advisory Committee to the Mpls. School Board; and she was a candidate to the States Arts Board. Irene has been involved with the Spanish Speaking Cultural Club of St. Paul and helped in making a film showing the contributions of the Mexicans of Minn. Something very important to Irene and something she is working toward is to help get a bill passed to establish a Spanish Speaking Affairs ^{Bd.} in Minn. which would serve as a central referral and an advocate. To name just a few more, Irene is a member of the Chicanos Latino's for Political Action, National Organization of Women, and the Newspaper Centro Cultural Chicano of the Twin City area.

As a team parent I have found it to be a pleasure to work with Irene in planning special parties and found her to be most accomadating and pleasant.

Nancy Goldstein

WHAT THE KIDS ARE DOING - CON'T.

Blue House at 4745 Zealand

Kevin has been skipping school because of the flu, he's recovering nicely. He just wants to take in all the T.L.C. he can. Charlie has been working on all his programs and has made some nice gains. He's manage to get the staff on a program too (manipulator). Ben has been spending some nice long weekends at home and so far has avoided the flu. But when he is in the Blue House, no cupboard door stays opened. He is training the staff to clean-up. Paul has spent weekends at home and tells us about all his fights with his brother David, of course, Paul wins. He also has been down with the flu and eats up all the T.L.C. Ronnie has celebrated his seventh birthday and is now settled into school and loves every minute of it. Tommy celebrated his 14th birthday with a big party. His mom brought an ice cream cake and Tom loves cherry ice cream. The rest of the family were able to participate too. Then came the flu where he had the staff wrapped around his little finger and now behaves like that awful spoiled child. Becky has participated in all the house parties. She also has enjoyed watching the olympics, especially gymnastics and tries to give us a demonstration of just how it is done. Stephanie continues with her school programs and is now standing in a prone stander and thinks she's a queen. Carol has become an adolescent and says "no" to everything and gloats about the staff's frustration. Ricky has a new chair and sits so nice. He has spent some long weekends at home and loves to go visiting. Robert has been gaining skills in his walking especially with his new walker, he is becoming very independent. Lynne celebrated her 1st anniversary in the blue house. We had a nice party and her family helped her celebrate. Jimmy spends many weekends with his dad and kind of likes his dads cooking. He can now walk all the way down to the bus, becoming very independent. Sandy has received a new wardrobe as she has been growing like a weed. Her dad brought the clothes in and it was like Christmas all over. Danny will be going to Gillette this month for some surgery, so we will be in the cast business

Red House at 4747 Zealand Avenue

We are all looking forward to celebrating Valentine's Day with our loved ones. Valentines for all. The Staff enjoyed their Christmas Party at the Medina Ballroom. Thanks to the Busch's and Goldstein's for babysitting for us! It was great! Joannie and Ashley are looking forward to celebrating their birthdays this month. School conferences have been occuring over the past weeks. It is fun to see and hear how the children are progressing.

WEEKEND FOR TEENAGE RETARDED

Has been set-up for March 17, 18 & 19th at Camp Courage.
For details call Toby Moe at 473-8247 or Caroline Larson at 935-1168.
Deadline for reservations is March 10th.

FASHION SHOW

Saturday, March 18th --- 1:00 to 3:00 p.m. --- Activity Room at Homeward Bound

This is a money making project for Homeward Bound. It is a Queens Way to Fashion Show presented by Kathy Gardner, parent. Available before and after the show will be cards, stationery and gift wrap by Current, Inc. - with proceeds going to the Parent's Advisory Committee.

All are welcome.