



Individual focus. Community perspective.

# NCIA Gazette

The Newsletter of the National Center on Institutions and Alternatives

August 2012

## Summer 2012 Youth Works Program at NCIA's Youth In Transition School

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**W**e are having an exciting and productive summer at the NCIA Youth In Transition School. Not only have we exposed our students to academic activities, vocational and career training, recreational programming, and other learning experiences to help enhance their skills, but the NCIA Youth In Transition School was again this year designated a Summer 2012 Youth Works job site. As a result, eligible students ages 14 and 21, were able to earn a paycheck while gaining essential work experience. Please congratulate these students on their accomplishments: James Hooks, Samantha Patterson, Diamond Smith, Travis Blevins, Corey Sherrod, Joseph Jackson, Doneisha Demory, Denzel Barnes, Antonio Cottingham, and Ronnie Smith. This six-week work program operated from June 25, 2012, to August 3, 2012 and was a motivational factor in maximizing the students' learning potential, as they were also trained in appropriate and effective work behaviors.



The lasting effect that a productive summer job can have on a student is enduring and remarkable, as it helps them prepare for the future work force. We thank Ron Praylow, Vocational Supervisor, for organizing this important initiative for our students. The spirit of *Making a Difference* continues at NCIA's Youth In Transition School. Thank you all for your continued support!

*Chioma Anah, MA, ATR, NCC, LCPC  
Clinical Therapist-NCIA/YIT School*

**It's Just Around the Corner...**

**Annual Health and Insurance Benefits**

**Open Enrollment 2012-2013**

*Watch for more information in the coming weeks*

## NCIA Promotes Rodney Norris to Vice-President, Adult Services and Programs

Herbert J. Hoelter, CEO, is pleased to announce that Rodney Norris is being promoted to Vice-President, Adult Services and Programs to recognize his success and dedication to the company. Rodney joined NCIA in 1995 as a Residential Counselor for NCIA's Adult Residential Services. Prior to arriving at NCIA, Mr. Norris was an entrepreneur operating a range of businesses from real estate investments to automotive body repair shops.

Rodney came to NCIA with the thought of staying for a short period of time until he could start up his next business enterprise. His background was in business, not social services, so he was surprised when he actually liked what he was doing and had a knack for it.

With the encouragement of NCIA he went back to school to pursue his Masters in Human Services. He was promoted to a residential director and continued to rise within the NCIA organization. In 2000, NCIA started offering day services to its adult residents and Rodney was moved over as Supervisor of the Day Program. Shortly after Rodney moved to the Day Program, he was promoted to Director, with the objective of building the program and making it successful. Within a year the Day Program was fully functional.

During the next ten years, the Career Development Program (CDP) developed programs and continue to expand, growing enrollment from 15 individuals to 150. The program was so successful that in 2012, NCIA built a brand new 19,000 showcase facility tailored for the numerous programs offered to the individuals attending the day program

The new Career Development Center currently has approximately 165 individuals and the capacity to grow to 225 individuals. Because of Rodney's success in the program, NCIA asked him to assume responsibility for the Adult Residential Program in 2008. Rodney was able to make the program operationally sound and financially profitable. The Adult Residential Program currently has almost 100 residents. Rodney has a successful track record at NCIA and has demonstrated the ability to grow the programs and to operate them profitably. NCIA is proud to recognize Mr. Norris' accomplishments and dedication to the company by promoting him to Vice-President, Adult Services and Programs.



## Youth Residential Services 2012 Summer Program

The Youth Residential Services Program held its first session of the 2012 Summer Program. The theme of this year's program was *Making a Difference and Moving Forward*. The focus of the program was to afford youth with the opportunity to participate in recreational activities, and to introduce them to enriching cultural activities. In addition, youth gained experience in giving back to the community through volunteer service.

During the two-week session, four community service days were scheduled. One of the most successful volunteer opportunities of the first session occurred when we partnered with the Housing Resource Center in Baltimore City. The youth and staff prepared food and care packages and reached out to over 500 homeless individuals in Baltimore City. The compassionate and caring manner in which the youth and staff interacted with the homeless men and women was an emotional experience and a true reflection of the meaning of *Making a Difference* in the lives of others! The experience was so successful that many of the youth have requested to return to the center during session two of the summer program.

Special thanks to the school staff who assisted with food for lunches and the administrative and direct care staff that made session one a success.

Stay tuned for highlights from session two.....

Ava Powell, Program Director  
Youth Residential Services

## News from HR

### Are You Dressed for Work?

As we work to elevate the level of professionalism throughout NCIA, the Personal Appearance Policy has been revised and became effective on August 1, 2012. The policy was distributed to all employees through email and is posted in several locations.

A grace/transition period will run through August 31, 2012 to allow staff time to adjust to this change. Beginning September 1, 2012, all staff must fully comply with the new appearance requirements. Staff not in compliance will be addressed through our progressive discipline process.

### Policy Change Vacation Accrual and Usage

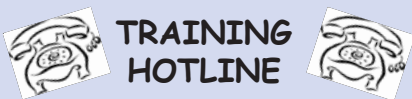
To address the issue of staff using unaccrued vacation time and then leaving NCIA with a negative balance, our policy effective September 1, 2012, will be as follows:

Use of unaccrued time (going into the negative) will only be permitted once employees sign and return the repayment authorization that was distributed through email and to managers. This means that employees will only have access to their accrued vacation time unless they agree to repay NCIA any used but unaccrued vacation time if they leave NCIA's employ.

### The "20 Good Men" Referral Program

Congratulations NCIA, we've reached our goal. This program has ended with "20 Good Men" hired. Thanks to all who helped.

*Rhonda Pierce, SPHR, PMP  
Vice President, Human Resources  
(Kurt Crosby)*



**TRAINING  
HOTLINE**

**Remember to call 443.780.1495  
after 4:00 p.m. the day before  
your scheduled training to confirm  
your class is on as scheduled.**

## It's Just Around the Corner... Annual Benefits Open Enrollment 2012-2013

- ◆ Review your Benefits Statement with the 8/24/2012 paystub, to review your current benefit coverage levels.
- ◆ Now is the time to enroll in Medical or Dependent Care Flexible Spending Accounts for 2012-2013.
- ◆ New for 2012-2013, Voluntary Accident Insurance through UNUM. Your Univers Benefits Counselor will help you learn more about the protection this coverage offers to offset out-of-pocket costs.
- ◆ You must participate in our annual open enrollment to continue benefits.
- ◆ You will have the opportunity to renew, add/change/waive coverage for the coming plan year.
- ◆ Benefit elections you make will cover you for one year 10/1/2012-9/30/2013.

### Key Dates to Remember

- ◆ **September 4, 2012:** Open Enrollment **BEGINS.** Visit with a Univers Benefits Counselor in person, or via phone to review and elect/waive coverage.
- ◆ **September 7, 2012:** Open Enrollment **ENDS.**
- ◆ **October 1, 2012:** New benefit elections effective. If you don't enroll or reenroll you will not have benefits.

### Important

Your current medical and dental benefits *end* if you do not renew during Open Enrollment. Your Medical FSA and Dependent Care FSA benefits will *end* if you do not renew during Open Enrollment.

### Questions?

Contact Susan Webster at 443.780.1332, Jayne Gessner at 443.780.1313 or Rhonda Pierce at 443.780.1338.

*Susan Webster  
Benefits and Compensation Specialist*

## NCIA Career Opportunities

Interested in trying something new or applying your talents in a different position? You can check out all open positions on NCIA's website at [www.ncianet.org](http://www.ncianet.org)

### Positions Available

- ◆ Residential Counselors for Adult and Youth Residential Services
- ◆ Job Coaches
- ◆ Maintenance Technician
- ◆ Building Maintenance Special Education Instructor
- ◆ Van Aides
- ◆ Driver
- ◆ Benefits and Compensation Specialist

*LaToya Dow  
Employment Specialist/Recruiter*

## Win \$\$\$ for Reading the NCIA Gazette!

Congratulations to Garrett Stewart the last winner of \$25. Keep reading the *Gazette* and you could be a winner too! If you find your name displayed like this: (*Jane Doe*) in the *Gazette*, you will then have until the following Monday by 12:00 Noon to call Jayne Gessner, HR, 443.780.1313 to claim your \$25!

### Missed Training Fee Charges are in Place

If you haven't heard, staff who miss scheduled trainings are now being charged the \$20 "No Show" fees. Please don't end up on this list.

If you can't make a scheduled class, *just inform your director* as far in advance as possible and ask to reschedule your class.

# Happy Birthday to NCIA Staff!

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## August 1st

Henry Boston

## August 4th

Domonic Abaidoo

Ayodele Banjo

Denise Barnett

## August 5th

Bobby Hall

Kenneth Pittrell

## August 6th

Valerie Tamajong

## August 7th

Jermaine Townes

## August 8th

Alfreda Robinson

## August 9th

Tracelle Higgins

Antoine Morgan

Thomas Scott

## August 10th

Kimberly Williams

## August 11th

Kandace Evans

## August 12th

Brittany Lawrence

Kimia Moore

## August 14th

Kelvin Barnes

## August 15th

Weldon Pendleton

Charles Smith

## August 16th

Latonya Scott

## August 17th

Walter Billips

Latoya Hawkins

Davita Jacobs

Keith Jordan

Beverly Purdie

Jay Thompson

Antoine Wilson

## August 18th

Qiana Cherie

Nakeya Jonson

## August 19th

Shanay Boulware

Shamicka Ashe

## August 21st

Roy White

Anthony Baglin

## August 22nd

Elizabeth Chestnut

Georgette Howell

Quanta Lucas

## August 23rd

Christiana Akinsete

## August 24th

Angela Brown

Nathaniel Clarke

Charles Williams

## August 25th

Rico Sterling

## August 26th

Bryant Carraway

## August 28th

Lisa Horne

Patrice Ray

## August 29th

Vernon Brooks

## August 30th

Candice Nichols

## September 1st

Darryl Lee

Charles Randolph

## September 2nd

Judith Alexander

Corey Deville

Norwood Gross

Henry Hebron

## September 3rd

Vanessa Harrison

Rhonda Pierce-Brooks

## September 4th

Alicia Cunningham

## September 5th

George Brown

Kamorudeen Oridedi

## September 6th

Lewis Cokley

## September 10th

Maureen Esotu

## September 11th

Brandon Jones

Andrea Vaughn

## September 12th

Jacqueline Frazier

Desiree Truitt

## September 14th

Richard Johnson

John Kearney

Donte Vincent

## September 15th

Mary Akinsiku

Jamar Holt

Felicia Jones

Brannon Lynch

Ghorpu Woah Tee

## September 16th

Julius Bouh

## September 17th

Jessica Saunders

## September 19th

Kahryn Pena

Sharlena Williams

## September 20th

Jermaine Decosta

Herbert Hoelter

Deborah House

Carlos Loza

Richard Okocha

Mia Titus

## September 21st

Steven Norwood

Dawn West

## September 22nd

Michael Baker

## September 23rd

Ondrai Evans

Debra Randall

Tabatha Walker

## September 25th

Karen Watkins

## September 26th

Gary Antonino

George Gray

Cynthia Hodge

Glenn Watlington

## September 27th

Wanda Cokley

## September 28th

Keya Dean

Ryan Dent

Shanda Dutton-Murray

## September 29th

Lisa Randolph

## Anniversaries

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### July 2012

#### 20 Years

Jonathan Pilgrim

Adult Residential Services

#### 10 Years

Charlotte Thomas-Butler  
Adult Residential Services

Domonic Johnson

Youth In Transition School

#### 5 Years

Jennifer Sauers

Lewis Cokley

Natasha Richardson

Sharlena Williams

Adult Residential Services

Kathleen O'Boyle

Criminal Justice Services

### August 2012

#### 10 Years

Clara Olabisi

Adult Residential Services

Kenneth Brown

Career Development Center

Larhonda Parker

Youth Residential Services

#### 5 Years

Delores Hammond

Andrea Langlet

Sonia Smith

Adult Residential Services

### September 2012

#### 10 Years

Angela Brown

Ojuolape Jones

Risikat McCoy

Adult Residential Services

#### 5 Years

Ladonna Cooper

Adult Residential Services

Ghorpu Woah Tee

Youth In Transition School