

## IMPORTANT EMPLOYEE INFORMATION AND RESOURCES

### IMPORTANT: Healthcare Worker Bonus (HWB) Pay Date Announced

Good news! Eligible employees can expect to receive the **Vesting Period Two Bonus on February 9, 2023.**

#### Healthcare Worker Bonus 2022 Tax Implications:

The Health Care Worker Bonus (HWB) payments to employees are exempt from NYS taxes, meaning employees who received this particular bonus **are not required to pay NYS taxes on those wages.** You are responsible, however, for federal or other state taxes.

If you received a HWB in 2022, these payments will be included in the total amount of wages reported in boxes 1 and 16 on your W-2. The total bonus amount will be reported in Box 14 of the W-2.

In order to have the bonus amount deducted from your NYS taxable income, staff will need to complete Form IT-225 and submit it with their New York State tax return. A copy of this form is available here: [https://www.tax.ny.gov/pdf/current\\_forms/it/it225\\_fill\\_in.pdf](https://www.tax.ny.gov/pdf/current_forms/it/it225_fill_in.pdf). Instructions for this form, are available here: <https://www.tax.ny.gov/pdf/2022/printable-pdfs/inc/it225i-2022.pdf>.

We strongly encourage you to seek guidance from a tax professional regarding any specific questions you may have.

If you have any questions on the Healthcare Worker Bonus, please feel free to reach out to Elizabeth Karis at [KarisE@thearclexington.org](mailto:KarisE@thearclexington.org)

### Lexington Milestones

*Congratulations and thank you to the following employees celebrating milestones through January 31, 2023*

#### THIRTY-FIVE YEARS

Steven Cirillo, Residential, 01/19  
Lori Patterson, Residential, 12/04  
Deborah Szabo, Administration, 1/08

#### THIRTY YEARS

Theresa Sacco, Administration, 12/06

#### TWENTY YEARS

Billie Jo Baird, Medical Services, 1/06  
Amanda Fairbanks, Residential, 1/06  
Cassandra Frasier, Residential, 1/06  
Janet Marie Kretser, Residential, 12/02  
Nancy Manning, Residential, 1/06  
Charlyn Moore, Residential, 1/06  
Heather Tomlinson, Residential, 1/17  
Lisa Vertucci, Residential, 12/02

#### FIFTEEN YEARS

Janie Griffin, Residential, 12/03  
Angela Rallo, Residential, 12/29

#### TEN YEARS

Amanda Kaye Bowman, Residential, 12/16  
Theresa Dobbin, Residential, 12/02  
Mark Hubal, Residential, 1/25  
Kerrie Sanders, Medical Services, 12/03

#### FIVE YEARS

Rose Hook, Residential, 12/12  
Lisa Kiska, Residential, 1/22  
Lisa Beth Livesey, Residential, 1/22  
Brook Razzano, Residential, 1/19  
Sierra Diamond, Residential, 1/22

#### ONE YEAR

Zahirah Abdunafi, Residential, 1/31  
Hani Almadani, Maintenance, 1/24  
Megan Anderson, Residential, 1/24  
Madelyn Avery, Residential, 12/27  
Samantha Baldwin, Residential, 12/27  
Siyana Brown, Residential, 12/20  
Simia Chandler, Residential, 12/13  
Kosen Croft, Residential, 1/29  
Ozariah Courtwright, Residential, 12/07

## Important: We Need Your Help

Dear Lexington Family,

### WE NEED YOUR HELP TO ADVOCATE FOR FUNDING.

In Governor Hochul's 2023 State of the State address last week, there was no specific mention of our field or any additional funding for us. Her executive budget is due in a couple of weeks, and **we need to make sure that her office and all legislators hear from us right away. We are advocating for the establishment of a Direct Support Wage Enhancement program and a statutory 8.5% Cost-of-Living Adjustment (COLA) for our field.** Click [here](#) for more information on what our field is asking for.

**Specifically, I am asking you to do the following right away as time is of essence:**

- It takes 2 minutes to send a letter to the Governor and all your legislators. Just click on this link [one-click campaign](#) and input your contact information. I urge you to do this NOW! They literally count the number of letters received so we need everyone to do it. People we support, family and friends may do it as well so please share and urge everyone you know to do it.
- **On January 25th, our field will organize a 24-hour Social Media Day of action.** We want to blast our message on all social media channels especially Twitter. Again, we need your help with that. If you are on Social media, follow [The Arc New York](#) for more information on how you can join the campaign. If you are not on Social Media, this is an excellent reason to create a Twitter account just for this purpose. You can deactivate it right after if you wish.
- If you have any direct connections with our legislators and/or are willing to join a rally on Feb 13 at 11:30 am at the Capitol, **please contact Wally Hart ([hartw@thearclexington.org](mailto:hartw@thearclexington.org))** to let him know and talk about how you can help Lexington advocate with the legislator.

Thank you,

**Shaloni**

## Nurturing Environment Program

A time to share, learn and connect.



**Nurturing Environment Program meetings are back in person and**

***You're Invited...***

- **RESCHEDULED DATE -**  
**Tuesday, January 24, 2 pm to 4 pm** at  
465 North Perry Street, Johnstown
- **Thursday, February 2nd, 2 pm to 4 pm** at  
TPI space, 121 Opportunity Drive, Schoharie
- An **Albany** meeting will be announced as soon as we have confirmation from the hotel.

The Nurturing Environment Program began twenty-one years ago with the goal of continually striving towards creating a more nurturing, caring, supportive and safe environment for everyone - 24 hours a day, seven days a week, in all Lexington locations - that, in addition to making Lexington an even better place for everyone, will eliminate the possibility of abuse. One aspect of the program is having agency-wide meetings where we share ideas and suggestions on how to make Lexington an even better place for people we support and our staff members.

**This meeting's agenda:**

#### 1. Welcome & Introductions

**2. Open Mic** - Sharing of best practices/issues/concerns/suggestions. We would love for you to share with us any successes, stories and experiences relating to our nurturing environment program.

**3. Discussion Topic (time permitting)** - It matters how we say it because how we say it influences and communicates how we think and act. Universal language is the words and language we use in talking about those we are close to and the words and language they use in talking about us. How can we encourage everyone to use Universal Language at Lexington?

Our Nurturing Environment Program meetings are meant to be accessible for everyone in the Lexington Family and are considered "work time."

If you unable to attend a meeting, but would like to send us your input, you can:

1. **Leave a message** at the Nurturing Environment Hotline (1-800-831-5602)
2. **Send an email** to [nurture@thearclexington.org](mailto:nurture@thearclexington.org)
3. **Send a written note** to Nurturing at Gloversville Day Hab.

## Mileage Reimbursement Rate Increase for 2023

The IRS has increased the standard mileage rate **effective January 1, 2023 to 65.5 cents per mile**. Lexington will be increasing the amount of mileage reimbursement to match the IRS rate for 2023.

If you have incurred any travel expenses in 2022 for which you will be seeking mileage reimbursement, please use the current forms and rate of 62.5 cents per mile for any mileage incurred. Please submit your reimbursement request as soon as possible. **Requests for reimbursement must be made within 90 days of the travel date.**

For reimbursement of travel expenses which have occurred since January 1, please utilize the new mileage form found [here](#) with the increased rate of 65.5 cents per mile. This form can also be found on RKXchange's website: [www.employeenavigator.com](http://www.employeenavigator.com).

## Employee Assistance Program (EAP) Available 24/7

We all face problems from time to time. Usually, we can handle them ourselves but sometimes it makes more sense to reach out to help. **Lexington offers EAP services at no cost to you.** When an employee or family member faces a significant personal problem, they can call for assistance at any time **24 hours a day, 7 days a week**. The EAP lines are staffed by experienced counselors with a Master's or Ph.D. degree. If a referral is needed, they have access to a provider network with over 40,000 counselors.

Please click on the link below for more information:  
<https://sales.theeap.com/wp-content/uploads/2018/04/TotalCareEAP-EmployeeBrochure.pdf>

### HOW DOES THE EAP WORK?

Getting the help you need is simple. Call the EAP 24 hours a day, 7 days a week to reach a professional counselor via our toll-free number or log on to our website to access other benefits.

**800-252-4555**  
**[www.theEAP.com](http://www.theEAP.com)**

## Lexington Milestones

*(continued from front page)*

### ONE YEAR

Bryan DeCoursey, Residential, 12/04  
Aaron Dona, Transitions, 12/27  
Aneisa Dugger, Residential, 12/21  
Dimond Edwards, Residential, 1/16  
Cayden Egelston, Transitions, 1/10  
Tiaria Gaines, Residential, 1/29  
Arianna Hayes, Residential, 12/13  
Bukiwa Honore, Residential, 12/06  
Stacy Horning, Medical Services, 12/27  
Tiaria Gaines, Residential, 1/29  
Nathalia Green, Residential, 12/20  
Arianna Hayes, Residential, 12/13  
Caitlin Hammecker, Transitions, 12/28  
Bukiwa Honore, Residential, 12/06  
Olanzo James, Residential, 12/13  
Tenisha Johnson, Residential, 12/06  
Terrance Johnson, Residential, 12/27  
Nikia Lippman, Residential, 12/15  
Calli Logan, Residential, 1/10  
Bakeim McCall, Residential, 1/03  
Victorialynn Mulvena, Residential, 1/10  
Naa Nortey, Residential, 12/06  
Labrina Reid, Residential, 12/06  
Betty Scott, Residential, 12/13  
Nicole Smith, Residential, 12/06  
Keith Storm, Residential, 12/13  
Skosha Vannostrand, Residential, 1/24  
Antoinette Walters, Residential, 12/27

### RETIREEES

Jeanette Delarosa, Residential,  
21 years of service, 01/01

David Hine, Commodities,  
28 years of service, 12/31

Patricia Tylutki, Day Habilitation,  
24 years of service, 01/09

## *Congratulations to our Recruitment Raffle Winners!*

**November:** Heather Ostrander, Fulton County; Harry Rode, Schoharie County; and Marilyn Besong, Albany County.

**December:** Lisa Johnson, Fulton County; Cynthia (Mia) Russell, Schoharie County; and Joseph Anderson, Albany County.

This newsletter will be archived at the following link: <https://thearclexington.org/hr-updates>  
*Managers, please post and distribute to all employees.*



# GET YOUR TAX RETURN PREPARED FOR FREE!



United Way of the  
Greater Capital Region



The Volunteer Income Tax Assistance (VITA) Program is a national IRS volunteer program where IRS-certified volunteers prepare Federal and state tax returns for free!

**Come file with the Catholic Charities VITA Tax Site,  
located at the Pastoral Center at 40 North Main Ave in Albany**

***Call 2-1-1 to make an appointment***

**Interested in having your tax returns prepared for FREE?**

Call 2-1-1, 24 hours a day/7 days a week, to make an appointment.

To find a list of Preferred VITA Sites (with additional locations in Albany, Fulton and Schoharie Counties), call 2-1-1 or text your zip code to 898-211, Monday-Friday, 7am-4pm.

Visit [www.unitedwaygcr.org/cash/vita](http://www.unitedwaygcr.org/cash/vita) for more information on eligibility and documentation needed.

# HUMAN RESOURCES CONTACT INFORMATION

- **Elizabeth Karis – Division Director:** (404) 556-0985
- **Katie Epting – Director of Human Resources:** (518) 775-5336
- **Mary Shafer – Administration Support/Receptionist:** (518) 295-8130 x201

## HUMAN RESOURCES & BENEFITS/SAFETY & WELLNESS

- **Fran Schneider – Assistant Director of Human Resources:** (518) 775-5425  
*Employee Relations, Policy Interpretation/Development, Job Descriptions*
- **Michelle Peryea – Safety Program Coordinator:** (518) 775-5420  
*Manages Safety and Wellness Programs, COVID Management Support Response*
- **Bill Roe – Safety Manager:** (518) 775-5473  
*Workers Compensation Claims Management, Injury and Accident Investigations, Safety Training*
- **Kaleena Castiglione – Human Resources Generalist/Leave Specialist:** (518) 775-5426  
*Administers FMLA, NY PFL, Short-Term-Disability, Long-Term-Disability, Employment Separations, COBRA*
- **Jean Ginter – Employee Services Coordinator:** (518) 775-5424  
*Administers FMLA, NY PFL, Short-Term-Disability, Assists with Safety and Wellness Activities*
- **Courtney Mickels – HR Generalist/Benefits Specialist:** (518) 775-5422 & (518) 295-8130 x262  
*Benefit administration, name changes, Perks, 401(k) Administration, Apprenticeship Program; RKSolution/Employee Navigator assistance, Retiree Liaison*

## EMPLOYMENT

- **Michael Feldman – Recruitment Manager:** (518) 775-5373  
*External Recruitment, Pre-Employment and Hiring Processes*
- **Kiah Powell – Recruitment Coordinator:** (518) 775-5307
- **Doug Blanc – Recruitment Coordinator:** (518) 775-5439 (Part-Time/Evenings)
- **Kaitlyn Burkart – Recruitment Coordinator:** (518) 775-5479
- **Dylan Goomansingh – Human Resources Tech**
- **Vacant – HR Staffing Coordinator** (518) 775-5425
- **Natasha Hayes – HRIS/Records Coordinator:** (518) 775-5423  
*Status Changes, Tax Withholdings, Questions Regarding Pay Rates, Paid Time Off Accruals, System changes (Benefit Enrollment, Transfers, Pay Changes, Name Changes), Tuition Assistance Requests.*
- **Karlene Rulison – Sr HRIS/Records Coordinator:** (518) 775-5486  
*Status Changes, Tax Withholdings, Questions Regarding Pay Rates, Paid Time Off Accruals, System changes (Benefit Enrollment, Transfers, Pay Changes, Name Changes), Tuition Assistance Requests.*

## TRAINING

- **Lauren Repholz – Training Manager:** (518) 736-3885  
*Leadership Training, New Hire Training Program Oversight*
- **Tina Goldswor – Onboarding Manager:** (518) 736-4276 Fulton
- **Patti Monton – Staff Trainer:** (518) 736-3883  
*New Hire and Update Training*
- **Vacant – Staff Trainer:** (518) 736-3884  
*New Hire and Update Training*
- **Cassidy Hammecker – Training and Retention Specialist:** (518) 736-3883
- **Laura Empie – Administrative Assistant:** (518) 736-3882

