

IMPORTANT EMPLOYEE INFORMATION AND RESOURCES

Lexington's DSPs Shine with National Certification from FMCC

Congratulations to Kendra Barra, Calli Logan, Thomas O'Brien (not pictured), Annie Stock, Gwendolynn Thompson and Uriah Williams for their outstanding achievements in completing the DSP Microcredentialing Program at SUNY FMCC. Their accomplishments as the first class to go through the program and earn national certification in our field, is further testimony to their extraordinary commitment to Lexington's visions and values.

The DSP Microcredentialing program is a partnership between The National Alliance for Direct Support Professionals, SUNY and OPWDD. The three-part program is designed to provide continuing education and training to help DSPs advance their careers. This program is available to all Lexington employees and FMCC credits can be applied to various degree paths. There is no cost to the employee to participate in this program. Employees earn 12 college credits by the end of the full program along with a nationally recognized DSP Certificate. They also earn a \$750 stipend upon completion of DSP1, another \$750 after completion of DSP2 and a final stipend of \$750 after finishing DSP3. **Beginning April 7, upon completion of the first semester, employees who participate will receive a \$.50 hourly increase in pay. After completion of the second semester, employees will receive another \$.50 hourly increase in pay.** This is a great opportunity to advance your career and earning potential at the same time.

Christie Davis from FMCC is holding an informational session at 10:00am on Saturday, March 16 at the FMCC Allen House. A light breakfast will be served. You can register by clicking this link: <https://www.fmcc.edu/why-fm/go/are-you-interested-in-helping-others/>. Christie will hold an additional session at Lexington later in March. More details to follow. You may contact Christie directly at Christie.davis@fmcc.suny.edu or (518) 736-3622 ext. 8931.

Please click [here](#) for answers to some common questions about this Microcredentialing program.



Uriah Williams



Kendra Barra



Calli Logan



Gwendolynn Thompson



Annie Stock (center)

2024 Health Objective: Find a PCP and Schedule a Physical



Find-A-Doc

Recent hospital stay? Need a diabetes follow-up? Is your blood pressure in control?

A primary care provider (PCP) should be one of the first places CDPHP members turn to help them navigate their overall health. Having an established PCP can make accessing care easier when a person is not feeling well or has new concerns or diagnoses. Other benefits include:

- Regular visits with a PCP can help members stay healthy and prevent complications by managing new and chronic health conditions and identify new medical problems that would benefit from early intervention.

- After a hospital stay, a PCP can help members understand post-discharge care and help prevent unnecessary readmissions.
- A PCP can refer and coordinate care with specialist and assist with medication management.

We are asking all employees enrolled in our CDPHP health care plan to find a PCP and to schedule a physical in 2024. You can easily find a CDPHP participating doctor by using the “[Find-a-Doc](#)” feature on the CDPHP website. Physicals are free.

If you need help finding a doctor, feel free to reach out to Courtney Mickels in HR.

Flexible Spending Account (FSA) Deadline Approaching

If you enrolled in a flexible spending account in 2023, the **deadline to submit FSA claims for 2023 expenses is March 31**. After that, a maximum of \$610 of unused funds will rollover into your 2024 account.

USE IT OR LOSE IT



Any remaining funds above \$610 will be forfeited if left unused. Claims should be submitted to American Benefits Group (ABG) for dates of service in 2023.

All claims must be submitted online or postmarked (if being mailed to ABG for manual processing) no later than March 31.

Update: 2023 Lexington 401(k) Contributions Shown in March

You will see your 2023 401(k) contributions in all eligible employee accounts before the March 15 deadline. Courtney Mickels can assist you if you have any questions.

You can reach Courtney by email at mickelc@thearclexington.org or call her at (518) 775-5422 (Fulton) or (518) 295-8130 x262 (Schoharie).



Lexington's Mission



We empower people with autism and developmental disabilities to live their best lives, every day, by partnering with their families, our employees and our community.

Save on Prescriptions: Discount Programs

Whether or not you are enrolled in Lexington's medical plan, you may find better prices through companies like **GoodRx** or **Singlecare** (not affiliated with CDPHP, but discount programs are accepted by many pharmacies).

Go to www.goodrx.com or www.singlecare.com for more information. We had one employee save almost \$400 per month on a required med through GoodRx!

Online Wellness Workshop Invitation: Food Shopping and Budgeting 101

The Food Shopping and Budgeting 101 workshop is now available as a webinar! Join us to discover how to make healthy eating affordable, plan ahead for healthy meals, and review food safety guidelines for in and outside the house. We will also take you on a virtual shopping trip to prepare you for efficient, healthy and affordable trips to the grocery store!

You can view the webinar any time of day, but it will only be available for a limited time. Ensure you take advantage of this opportunity and participate by March 31. Handouts for the webinar are posted in the comments.

Click [here](#) to access the webinar or copy this link into your browser:

<https://cloud.e.cdphp.com/foodshopping>



Attention All Employees Eligible for Referral Bonus Rewards ... *This means you!*

Are you ready to turn your connections into cash?

Get ready to earn big with our **Employee Referral Bonus Program!** Employee referrals continue to be the source for some of our best employees, and Lexington recognizes the value your referrals bring to the Lexington family. This is why we have an Employee Referral Bonus Program!

For every full-time and part-time referral you make (who is successfully hired) **you have the chance to earn a total of \$500!** Details about our referral program can be found [here](#).

Affordable Care Act

Many employees will soon receive a 1095 form in compliance with the Affordable Care Act.

This document is for informational purposes only and is not required when filing your tax return (but you can share the form with your tax advisor.)

For assistance with any Human Resources related matter or information, contact a member of the Human Resources team at: <https://bit.ly/HumanResourcesContactList>

This newsletter will be archived at the following link: <https://thearclexington.org/hr-updates>

Managers, please post and distribute to all employees.

HUMAN RESOURCES CONTACT INFORMATION

Elizabeth Karis – Associate Executive Director (404) 556-0985

Katie Young – Sr. Director of Human Resources (518) 775-5336

Mary Shafer – Administration Support/Receptionist: (518) 295-8130 x201

Human Resources & Benefits

Fran Schneider – Director of Human Resources: (518) 775-5425

- Employee Relations, Policy Interpretation/Development, Job Descriptions, Benefits

Kaleena Castiglione – Human Resources Generalist/Leave Specialist: (518) 775-5426

- Administers FMLA, NY PFL, Short-Term-Disability, Long-Term-Disability, Employment Separations, COBRA

Vacant – HR Support Specialist: (518) 775-5424

- Administers WComp, light duty assignments and temporary accommodations, assists with FMLA, NY PFL, 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/Micro-credential Program; NFPSolutions/Employee Navigator, Retiree Liaison

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.

Natasha Hayes – HRIS/Records Coordinator: (518) 775-5433

- Status Changes, Tax Withholdings, Questions regarding pay rates, paid time off accruals, System changes (benefit enrollment, transfers, pay changes, name changes), Tuition Assistance requests.

Safety & Wellness

Michelle Peryea – Safety Program Coordinator: (518) 775-5420

- Manages Safety and Wellness Programs, Covid Management Support Response

Angel Hoover – Occupational Health Specialist: (518) 295-8065 x260 or (518) 775-5473

Employment

Michael Feldman – Recruitment Manager: (518) 775-5373

- External Recruitment, Pre-Employment and Agency-Wide Hiring Processes

Jessica Rich – HR Staffing Coordinator (518) 775-5423

Kiah Simeon – Recruitment Coordinator: (518) 295-8130 x218

Kitty Marotta – Recruitment Coordinator: (518) 775-5479

Stacia Minkler – Recruitment Coordinator: (518) 775-5307

Colin Ferlito – Human Resources Tech

Training

Lauren Repholz – Training Manager: (518) 736-3885

- Leadership Training, New Hire Training Program Oversight

Laura Empie – Administrative Assistant: (518) 736-3882

Tina Goldswor – Onboarding Manager: (518)736-4276 Fulton

Patti Monton – Staff Trainer: (518) 736-3883

- New Hire and Update Training

Kiersten Cramer – Training and Retention Specialist: (518) 736-3883

Hallie Ehlen – Training and Retention Specialist

Andrew Carpenter – HR Training Representative

Rose Mason – HR Training Representative



LEXINGTON MILESTONES

Congratulations and thank you to the following employees celebrating milestones in January and February

THIRTY-FIVE YEARS

Mary Duteau, Residential, January 30
Terrie Wasson, Day Habilitation, January 6

THIRTY YEARS

Patrick Dowd, Administration, January 10
Joseph Green, Day Habilitation, February 20

TWENTY-FIVE YEARS

Marion DeGroff, Residential, January 10

TWENTY YEARS

Roger Baker, Maintenance, January 14
Roxanne Cook, Medical Services, February 16
Kathleen Cram, Residential, February 2
Edwin Ford, Maintenance, January 19
Jennifer Jean Fuller, Residential, February 2
Terri Salvione, Residential, February 26

FIFTEEN YEARS

Timothy Casey, Maintenance, February 19
Brian Shafer, Day Habilitation, February 2
Daniel Vallieu, Maintenance, February 17
Jessica Van Nostrand, Residential, January 5
Peter Jason Wilkes, Residential, February 2
William Wonder, Residential, January 5

TEN YEARS

Adele Armstrong, Residential, February 3
Ciara Fountain, Residential, February 18
Michael Gargiulo, Residential, February 3
Stephanie Gaylor, Day Habilitation, February 6
Bahja Helou Haddawi, Administration, January 4
Lindsay Hinkle, Administration, February 3
Christopher Shults, Maintenance, February 18

FIVE YEARS

Jennifer Barker, Clinical, January 7
Esean Brown, Residential, January 7
Grace Giwa, Medical Services, February 25
Alisha Gorton, Day Habilitation, January 7
Julienne Hollins, Residential, February 25
Alan Hosbach, Administration, January 7
Alexander Rose, Residential, February 4
Melissa Souvannason, Residential, January 6
Shani Stone-Dwyer, Residential, January 7

ONE YEAR

Chad Banister, Residential, January 24
Kirstin Ashley Bates, Residential, January 9
Allyson Boniface, Residential, February 6
Pamela Congdon, Residential, February 6
Jared Michael Ellsworth, Residential, January 9
Mamie Gbemou, Residential, January 9
Ashlyn Goodrich, Residential, January 12
Sam Harrigan, Residential, February 12
Jane Hoffman, Transitions, February 26
Krystina Jacquot, Day Habilitation, January 22
Brittany Johnson, Transitions, February 26
Mariah Kaminski, Residential, February 21
Cindy Jane Lovelace, Residential, January 12
Cameron Loveless, Residential, January 24
Ashley Marsh, Residential, February 6
Crystal McGough, Residential, January 9
Samantha Reese, Transitions, February 26
Jessica Rich, Administration, February 13
Aaron Scribner, Residential, February 21
Krystal Seaburg, Residential, February 6
Buddy Sheroka, Jr., Residential, January 9
Bernard Lamont Tatem, Residential, January 9
Matthew Richard Wallace, Residential, January 9

RETIREMENTS

Thomas Deering, Residential,
16 years of service

Joan Leppig, Residential,
16 years of service

Irene Manchester, Day Habilitation,
28 years of service

Maryann Russitano, Medical Service,
21 years of service

