



# CEDAR VALLEY

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S E R V I C E S I N C .

*Assisting each individual in the activities of work and community living.*



*CVS completed this production addition at the main site in 2013.  
The remodeling of the facility will be completed in 2014.*



## Our Mission

Our objectives, established 54 years ago are:

- To assess the individual and determine their potential.
- Through work, training and professional contact, to provide the individual with the experience necessary to reach their potential.
- To place individuals in competitive employment, addressing choice and skills and to provide follow-up services to ensure stability in this competitive employment.
- To provide extended employment for individuals who presently lack the skills to function in competitive employment.
- To provide activities where individuals can develop their social and personal potential through meaningful activities.
- To provide supervised residential services to enable individuals to reach their full potential for community living.
- Transit

***"It is the mission of Cedar Valley Services to assist each individual in the activities of work and community living."***

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## Board of Directors

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Hoversten, Johnson, Beckman,  
Hovey Law Office

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Administration, Viracon

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Lowell Nelson, Production  
Manager, Lou-Rich, Inc.

Stacy Schultz, Assistant High  
School Principal, Ind. School  
Dist., Austin Area Schools

Jerry Urness, Retired Human  
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Carol Weis, Vice President  
Mayo Health Systems

## Greetings from the Board of Directors:

These are exciting times for Cedar Valley Services. If there has been a more exciting year in the 54-year history of our company, I would be surprised.

The year began with the Board exploring and green-lighting a massive addition and remodeling project at our main Austin facility – a project that should serve the company well for decades to come. We are thankful that the Hormel Foundation and Hormel Foods each donated \$300,000 to the project, the total cost of which will exceed \$1 million.

We completed construction of the Albert Lea Public Transit Center building. This facility provides shelter for vehicles and provides space for staff to manage the transit program. Dispatch, safety, vehicle maintenance and driver supervision are handled at this facility.

We obtained many new and exciting contracts including janitorial, packaging, assembly and two major additions with laundry service and parts hanging. These contracts improved the amount and variety of work opportunities for consumers.

And by the end of the year, we finalized one of the biggest projects in Cedar Valley's history – merging our Albert Lea Transit system with the Mower and Steele County transit systems, absorbing those other agencies employees, and managing the newly resulting combined system. This new system, dubbed Southern Minnesota Area Rural Transit, represents a major increase in the company's staff, services, and vehicle fleet. Costs of the transition were paid using a grant from the State of Minnesota. The combined agency began service on January 1, and the transition has been successful thus far.

We received a \$57,500 grant from the Hormel Foundation to remove barriers and promote the employment of persons with disabilities. We used the money to purchase a vehicle for the transportation of persons in wheel chairs, scooters or walkers to and from work contracts; a forklift to be used in the production areas; and a replacement forklift battery for our downtown program.

We also received a grant from the Hirsh Family Foundation to provide more recreational and educational activities for Austin consumers. The Hirsh Family Foundation has been a long-time loyal supporter of our mission and our company.

We were also able to purchase several vehicles to transport people to and from work and programs using funds from the Minnesota Department of Transportation.

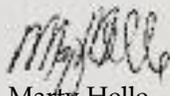
In total, our capital improvements budget for 2013 was in excess of \$1.3 million.

Our operations remain strong. We experienced a reduction in loss time accidents on the job. This resulted in a decrease in the workers compensation premiums.

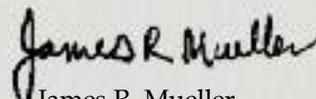
The year was not without challenges. We experienced a significant decrease in the numbers enrolled in the Austin School to Work Program. This was the result of a change in state policy resulting in less funding to programs outside of the school system. CVS continued to emphasize placements of individuals into the communities.

The Board of Directors is grateful for the dedication and hard work shown by all our stakeholders. We look forward to continued success in the years to come!

Sincerely,



Marty Helle  
Board President



James R. Mueller  
Executive Director

# Consumer Demographics

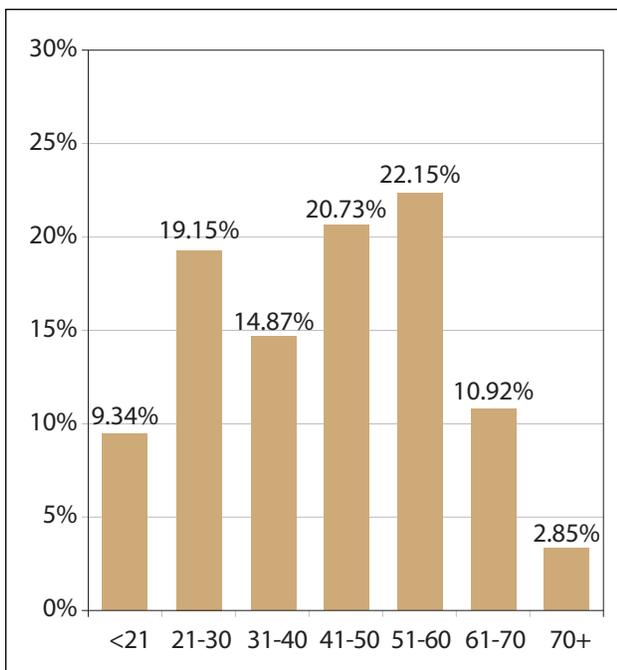
CITY OF RESIDENCE		
Albert Lea	24%	151
Austin	39%	248
Faribault	4%	27
Owatonna	24%	149
Other Communities	9%	57
Total	100%	632

PERSONS WITH SECONDARY DISABILITY		
Yes	68%	407
No	32%	225
Total	100%	632

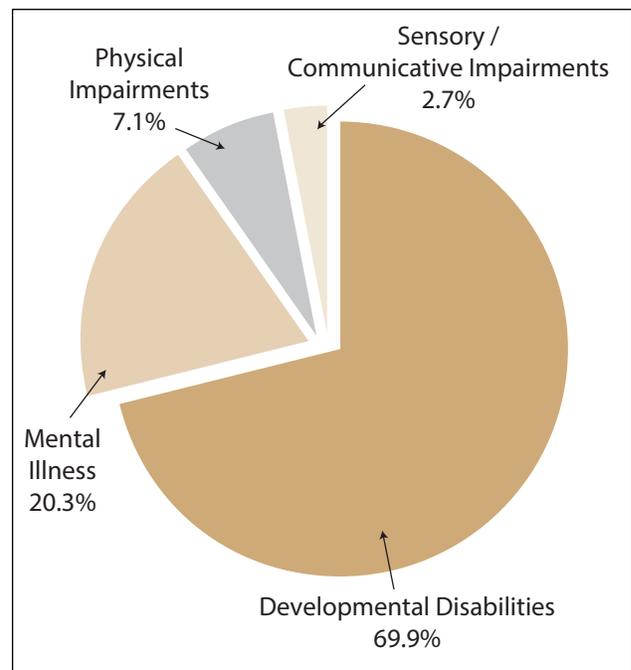
MARITAL STATUS		
Married	5%	30
Single	95%	602
Total	100%	632

GENDER		
Female	44%	275
Male	56%	357
Total	100%	632

CONSUMER AGE GROUPS



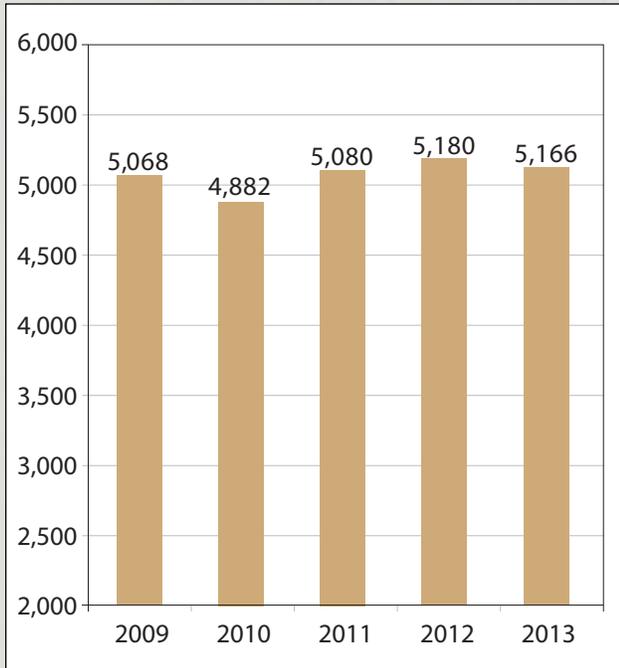
CONSUMERS PRIMARY DISABILITY GROUPS



# Facts

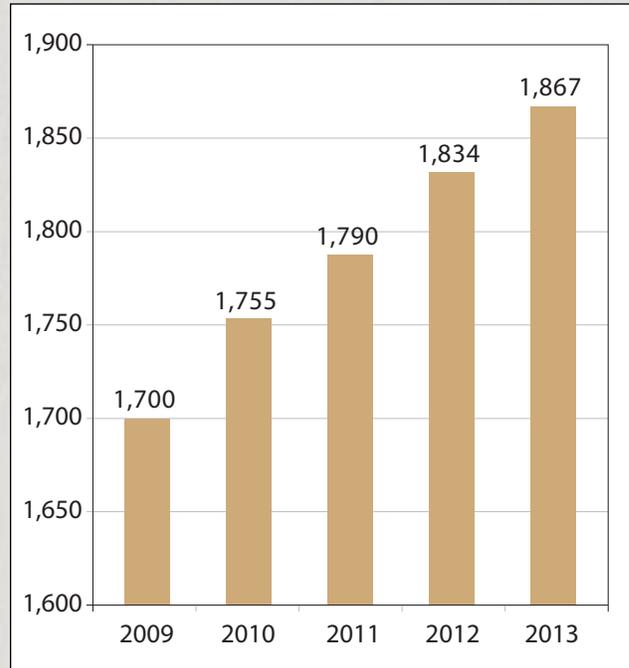
## PRODUCTION SALES REVENUE

Center-Based and Community Sales Combined  
(Thousands of Dollars)



## PRODUCTION WAGES

(Thousands of Dollars)



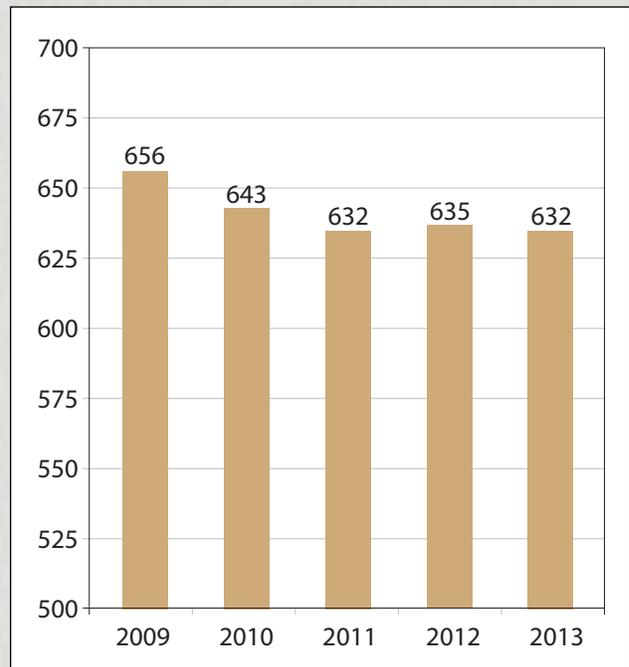
## TOTAL REVENUE

(Millions of Dollars)



## NUMBER OF PERSONS SERVED

All C.V.S. Programs



# Austin Division

## SUCCESSFUL PLACEMENT STORY

Adam Barth was referred by Vocational Rehabilitation Services in June 2012 to the CVS Job Placement Services program. He was competitively placed in January of 2013 at Piggy Blues Barbecue in Austin as a dishwasher.

Before finding the job at Piggy Blues, Adam had multiple interviews with other employers. He worked diligently with the job placement coordinator to find the perfect job that fit his needs. His preparation and follow-up included interview skill prep, writing applications, resume writing, 90-day job check-up with the CVS job placement coordinator and employer contact.

Adam is responsible for cleaning, drying, and stacking dishes appropriately. This means the cooks have easy retrieval when serving food to customers. Adam works approximately 20 hours a week. Piggy Blues Barbecue has been very accommodating to his needs and makes sure that his work schedule is consistent and routine.

Adam has worked at this site for a year. He feels comfortable in the work setting and gets along with his coworkers. Besides doing dishwashing, he is now helping with food preparation which he finds to be very exciting.



*Adam Barth*

## INFORMATION TECHNOLOGY CHANGES IN 2013

We didn't quite see the dramatic Information Technology changes in 2013 as we did in the prior year but it still was a year of notable or significant changes.

Cedar Valley went from using Palm Pilots for entering consumer hours to the use of Android Tablets with a web-based platform. With the old Palm Pilots we would have to bring them into a computer to "Hotsync" the 4data program we used. Now with the Tablets we use a web-based program. Unlike the Palm Pilots this entering can be done directly at sites and sent immediately to the program for processing.

Also in 2013 CVS switched out how we produce the labels used for the work we do with Hormel Foods. CVS use to have an old data terminal that produced the labels and then printed them. We had two working printers and Data terminals between Austin and Albert Lea and the old equipment problems started to mount. Parts were unavailable and the limit on the labels that we could keep in the database peaked. Now we have 5 new Zebra printers with laptops that are able to share a central label folder both in Austin & Albert Lea. The problems and holdups have almost become non-existent.

2013 also saw Cedar Valley replacing XP computers to prepare for the end of life for the XP operating system coming in 2014. We have been moving to Windows 7 through replacement versus OS upgrading. The biggest factor has been no direct path to upgrade the Windows XP OS to the Windows 7 OS.

## IMPACTING LIVES OF SENIORS

With 21 years of service, Lonnie W. is a valued employee who performs various jobs at both our main facility and at different community sites.

Lonnie's favorite job is working three days a week for two hours a day with the residents of the Cedars in Austin. The Cedars is a care facility for the senior population in the Austin area. The primary goal is to enhance life experiences. Lonnie's duties include engaging the residents in morning exercise, creating an enjoyable atmosphere and helping staff transport the residents to and from the meeting area. He interacts with the residents to help them form bonds that will last. Cathy Ehley, the Director of Memory Care and of Recreation and Wellness at the Cedars, states "Lonnie has really gotten to know our residents and when they see him they know they are going to be enjoying the next two hours of their day. He has really grown as an individual and the residents really like having him here." The CVS staff that accompanies Lonnie to the Cedars says "Lonnie understands the routines and always has a smile on his face. He is very caring and is really concerned about the well-being of the residents."

Another job that Lonnie has at CVS is as a worker in our recycling pilot program. Lonnie travels around to various sites in the community and picks up large quantities of recycling. The CVS staff that works directly with Lonnie says "Lonnie is very friendly, courteous and talkative with all of our contacts in the community". Some of his duties with this program are to help hook up the trailer, load the trailer with recycling barrels and to unload the barrels at the Mower county recycling center.



*Lonnie W.*



*Raymond Olson*

## ACHIEVING WORK SUCCESS

Ray began working at Cedar Valley Services in 2008 under the School to Work Transition Program. He graduated from Austin Public School in 2011 and then started working full-time at Cedar Valley Services. He has worked on a variety of jobs, both in the facility doing production/assembly line work, and in the community on a janitorial/housekeeping crew as well as at the Recycling Center. After showing improved maturity and responsibility, Ray asked to work in a supported employment jobsite, MOM Brands in Faribault. He has been successful as a material handler and packager of cereal. He states that he is happy working at MOM Brands as it gives him a sense of pride and accomplishment.

## AUSTIN EMPLOYEE COMMITTEE

The Employee Committee members are elected by their peers every two years. They meet with the Directors quarterly to communicate directly any issues, concerns, requests, or questions. Staff on the committee keep the group informed of CVS plans, changes, proposals, and solicits input wherever possible. To assist in developing leadership skills, committee members have the opportunity to attend the State-Wide Advocacy Conference for 2 days in St. Paul. Members take pride in their responsibilities as representatives of their fellow co-workers and are very helpful to management by providing valuable insight.



*The Employee Committee of Austin consists of the following consumers and management staff pictured from left to right. Rich Pavek, Lindsey Sietmann, Julie Bye, Maureen Donovan, Angel Horvat, Tiffany Farrell, Sandy VanCamp and Maureen Lynch.*

# Owatonna Division

## SUCCESSFUL PLACEMENT STORY

The Owatonna Division has a long and strong working relationship with the Steele County manufacturing sector. Our relationship with Truth Hardware goes back to the 1970s. The softening of the economy caused a suspension in our work at Truth in 2009, but as of September 2013, we are back!

CVS Pre-racks about 35,000-40,000 pieces of window hardware onto trees, per day, prior to painting, with a crew of about 10-14 consumers and two staff. CVS, our consumers and staff are very happy to be back at Truth doing a job that was greatly missed. Our return is certainly a win-win.



## SENIORS – TEACHING HEALTHY SNACKING

The Senior program at the Owatonna Division, operated primarily by Myrna Peterson, is a fun and exciting program that provides an array of opportunities to individuals who are 55 and older. The Senior Program has been in existence for many years and is greatly enjoyed by all who participate. This group meets three times per week and is partially funded by the United Way of Steele County.

The senior group participates in a variety of scheduled activities. Some of the activities they are involved in are educational in nature. This group recently met to discuss nutrition and the importance of healthy foods. They discussed what types of foods are good for us and learned how to prepare simple healthy snacks. The seniors were really involved in the discussion and learned information and skills that can carry over to their lives outside of the vocational setting. Members of the group report that they like learning new things and just enjoy being a part of something.

## PASSION FOR WORK

Strong, resilient, a great sense of humor, a commitment to her work; how many ways can we describe Irene Fette. A child of the Depression Era, born in Meriden Township within days of the stock market crash; like so many people who grew up on farms in that period she was imbued with strong work values, never making reference to her disability, preferring to emphasize her abilities and achievements.

Irene moved from the farm to the Faribault Regional Center in 1960, then to the United Cerebral Palsey DAC, in Minneapolis in 1973. Arriving at CVS in 1989, Irene immediately demonstrated her love for work, performing many tasks such as Truth Pre-rack, OPU invoicing and Federated envelopes. Irene was particularly excited when Myrna Peterson started the greenhouse and the horticulture program 20 years ago becoming one of Myrna's partners in planning and tending to the lovely blooms, and sharing her contagious energy.

The flower program, that helps to beautify the Steele County Fairgrounds, brings joy to our community at Fair time. It also brings joy to a sweet lady who has the opportunity to get her fingers in the soil, as she did many years ago on that Meriden farm.



*Irene*

## OWATONNA EMPLOYEE COMMITTEE

The Owatonna Employee Committee is made up of six representative employees from various departments at the Owatonna location. This group meets quarterly with Dave Williams, Division Director, and Deb Langer, Program Manager, to discuss and give input into CVS changes, safety issues, workload changes, new job opportunities, party planning and other matters; presenting a client perspective to management.

A new facilitator is chosen at each meeting to conduct the meeting in an organized manner. Many great ideas are shared that may not surface otherwise, ideas that are discussed and result in positive change. The group serves various purposes including allowing a link between management and consumers, enhancing communication, providing input for the Staff Training Plan each year and reviewing the Annual Report

and Outcomes Management information. Minutes are kept and are posted on the bulletin board to share with all consumers, along with copies being sent to the Austin Division for their records. A highlight is the attendance and recognition at the Annual meeting at the Austin Division in April.



*Left to right: Barb Jirele, Lezlie Gustafson, Deb Langer, Jimmy Sisser, Dave Williams, Melissa Haggemiller and Darrin Simon.*

# Albert Lea Division

## ALBERT LEA TRANSIT EXPANSION

Albert Lea Transit completed a new facility next to the Myers Road location.

The new \$850,000 expansion was funded by Cedar Valley, MnDOT and the Federal Government. Albert Lea Transit has been working with MnDOT on the building project since 2009 and the project was finished in the summer of 2013. The facility is designed to house up to 8 buses, and is expandable in the future. There is also a wash bay that can be used year round. The building also features a large conference room for training purposes and an office for the transportation coordinator. This is a great opportunity for Albert Lea Transit to grow and meet the needs of Freeborn County. The project will also allow the facility to be used for training opportunities with other transit providers.



## PROVIDING PUBLIC TRANSPORTATION

Albert Lea Transit (ALT) provides safe, efficient and cost effective public transportation in the city of Albert Lea. The program is funded partially by a grant that is awarded annually by the Minnesota Department of Transportation, (MnDOT). Each year, ALT collaborates with area businesses and non-profits to assist with increasing transportation. ALT is an important part of Cedar Valley in Albert Lea because of the transportation services it provides to people with disabilities.

 Albert Lea Transit	2006	2007	2008	2009	2010	2011	2012
Passengers	38,437	39,095	39,833	43,180	41,185	41,695	42,793
Hours of Service	6,357	6,271	6,347	6,412	6,312	6,333	6,386
Miles Driven	82,858	82,625	82,656	82,313	82,623	80,940	80,535

ALT is collaborating with SCAT in Owatonna and AMCAT in Austin to merge the programs into one. Cedar Valley Services will take the initiative on this transportation service and will

provide the management team to make this change happen. The new program will be called SMART (Southern Minnesota Area Rural Transit). The expanded transportation program will continue with the service that all three communities are providing. The SMART service will continue to add new busses and service as the ridership increases. This expanded service will provide over 100,000 rides in Southern Minnesota in 2014. This new service will start January 1st, 2014.

## WORKING TOGETHER

Eric Lundell has been an employee of Cedar Valley Services since April 2001. Eric has worked a variety of jobs throughout the years including production and janitorial work. Recently, Eric had the opportunity to work independently at the SMART Transit Facility completing janitorial tasks two days a week. He has taken on this new responsibility with determination and he has been very reliable. He takes a lot of pride in completing his tasks and his hard work hasn't gone unnoticed. Eric earns minimum wage for his work. The SMART Transit Drivers have commented on the level of cleanliness in the facility and on their buses. Eric continues to improve his skills and is making strong progress in meeting his vocational goals.



*Eric Lundell*

## SCHOOL TO WORK

The School to Work program is designed to ensure a smooth transition for youth with disabilities into adult services. It provides opportunities to explore hands-on work experience, and to develop skills to help deal with various social situations that are commonplace in work settings. Jessica Gulbertson has been in this program for two years. She demonstrates great work skills and has shown growth and maturity. Jessica works at the Good Samaritan Society Nursing Home and helps transport residents to and from the dining hall and delivers fresh water to their rooms as well. This job requires good memory and communication skills. She also has accepted responsibility of using taxi services to get her to work in the mornings. The days that she cannot make it to work, Jessica makes sure that her shift is covered by other workers. Because of the School to Work program, Jessica now has more confidence. With this practical experience, she has developed work skills giving her the opportunity for success in the future.



*Jessica Gulbertson*



*Scott Anderson*

## SUCCESS PLACEMENT STORY

Scott Anderson was referred by Vocational Rehabilitation Services in October 3, 2012 in the Job Placement Services program. He was competitively placed on October 11, 2012 at The Cedars of Austin as a kitchen Helper.

Scott lives and drives everyday from Clarks Grove to work M-F from 7a-1pm in the kitchen at the Cedars. Scott is responsible for sweeping and mopping the floors daily. He makes sure that the kitchen is clean and sanitized before he leaves work. He may wash tables, utensils, cabinets and other equipment in the kitchen that is used for food prep. Scott is responsible for getting rid of trash on a regular basis, he will replace garbage bags and make sure that the garbage receptacle is clean and odor free. Scott assists the other kitchen staff in unloading shipments of food and supplies that are needed in a kitchen.

The Cedars of Austin has been very accommodating to his needs and makes sure that his work schedule is consistent and routine. The Cedars will also work with him when weather turns bad and he is unable to make it to work due to traveling out of town.

Scott works with a daily list and will check in with Jack Erwin; who is the head chef about his daily job duties. This helps Scott to stay on track of his daily job duties.

Scott has had past jobs, but has really found a job he enjoys coming to every day. He enjoys visiting with the residents and gets along with staff.

## ALBERT LEA EMPLOYEE COMMITTEE

The committee meets every quarter to discuss issues pertaining to workers at Cedar Valley. If other workers have an issue or concern, they tell the committee members and they will meet to discuss them. If there is something they cannot answer, the committee members will check with staff.

A few consumers of Cedar Valley in Albert Lea went to the Semi-Annual Self Advocacy Conference in April of 2013. This event was held in St. Paul and there were over 300 self advocates present. The following workshops were held; job seeking skills, legislative issues, SSI information, personal skills and how to live independently. This is always a highlight for the employees at CVS. The event will be held again in 2015.



*Employee Committee members of Albert Lea are consumers Dustin Witter and Sheldon Skaar.*

# Statement of Financial Position

DECEMBER 31, 2013 AND 2012

	<u>2013</u>	<u>2012</u>
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash and Cash Equivalents	\$ 1,390,523	\$ 1,168,895
Accounts Receivable, Net	1,484,562	1,489,734
Pledges Receivable, Net	97,046	—
Inventories, Net	117,275	129,136
Prepaid Expenses and Other Assets	110,615	58,369
Accrued Interest Receivable	8,403	12,152
Investments	3,134,619	3,751,815
<b>Total Current Assets</b>	<b><u>\$ 6,343,043</u></b>	<b><u>\$ 6,610,101</u></b>
<b>Equipment and Leasehold Improvements</b>	<b>\$ 5,930,942</b>	<b>\$ 4,531,732</b>
<b>Other Assets</b>		
<b>Cash and Investments:</b>		
Designated for Capital Asset Purchases	\$ 2,392,715	\$ 1,860,873
Held for Donor Designated Fund	344,196	344,430
<b>Total Other Assets</b>	<b><u>\$ 2,736,911</u></b>	<b><u>\$ 2,205,303</u></b>
<b>Long-Term Pledges Receivables, Net</b>	<b><u>98,512</u></b>	<b><u>—</u></b>
<b>Total Assets</b>	<b><u>\$ 15,109,408</u></b>	<b><u>\$ 13,031,701</u></b>
<b>LIABILITIES AND NET ASSETS</b>		
<b>Current Liabilities:</b>		
Accounts Payable and Other Accrued Liabilities	\$ 289,733	\$ 97,695
Accrued Salaries and Wages	482,322	433,620
Accrued Vacation	299,347	303,466
Deferred Compensation	49,687	49,687
<b>Total Current Liabilities</b>	<b><u>\$ 1,121,089</u></b>	<b><u>\$ 884,468</u></b>
<b>Net Assets:</b>		
<b>Unrestricted:</b>		
Board Designated	\$ 2,000,000	\$ 2,000,000
Designated for Equipment and Leasehold Improvements	2,392,715	1,860,873
Unrestricted	9,055,850	7,841,930
Temporarily Restricted	539,754	344,430
<b>Total Net Assets</b>	<b><u>\$ 13,988,319</u></b>	<b><u>\$ 12,147,233</u></b>
<b>Total Liabilities and Net Assets</b>	<b><u>\$ 15,109,408</u></b>	<b><u>\$ 13,031,701</u></b>

# Statement of Activities

FOR THE YEAR ENDED DECEMBER 31, 2013

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Totals</u>
<b>Public Support and Revenue</b>			
<b>Revenues</b>			
Service contracts and grants			
State agencies	\$ 5,644,673	\$ —	\$ 5,644,673
County and local agencies	613,069	—	613,069
Trade sales	5,166,003	—	5,166,003
Transportation services	540,914	—	540,914
Other	42,480	—	42,480
Investment income	34,978	28,616	63,594
<b>Public Support</b>			
Contributions and grants	1,136,371	195,558	1,331,929
Subtotal	13,178,488	224,174	13,402,662
Net assets released from restriction by satisfaction of expenditure restrictions	28,850	(28,850)	—
<b>Total Support and Revenue</b>	<b><u>\$ 13,207,338</u></b>	<b><u>\$ 195,324</u></b>	<b><u>\$ 13,402,662</u></b>
<b>Expenses</b>			
<b>Program Service</b>			
Extended Employment	\$ 6,512,772	\$ —	\$ 6,512,772
Day Training and Habilitation	3,839,884	—	3,839,884
Residential	372,156	—	372,156
Transit	427,982	—	427,982
<b>Supporting Services</b>			
Management and general	724,217	—	724,217
<b>Total Expenses</b>	<b><u>\$ 11,877,011</u></b>	<b><u>\$ —</u></b>	<b><u>\$ 11,877,011</u></b>
<b>Change in Net Assets</b>	<b>\$ 1,330,327</b>	<b>\$ 195,324</b>	<b>\$ 1,525,651</b>
Net Assets, beginning of year	12,118,238	344,430	12,462,668
<b>Net Assets, end of year</b>	<b><u>\$ 13,448,565</u></b>	<b><u>\$ 539,754</u></b>	<b><u>\$ 13,988,319</u></b>

# Outcomes

CENTER-BASED EMPLOYMENT	
Outcome Measure	Raw Number
Number Employed	233
Hours Worked Annually	96,848
Annualized Wages	\$374,150

COMMUNITY & SUPPORTED EMPLOYMENT	
Outcome Measure	Raw Number
Number Employed	182
Hours Worked Annually	100,475
Annualized Wages	\$597,376

COMPETITIVE PLACEMENT ALBERT LEA, AUSTIN, OWATONNA	
Outcome Measure	Raw Number
Number of Persons placed in competitive employment	12
Average hours worked per week	12.25
Average hourly wage	\$7.54
Percentage placed with benefits	9%

SCHOOL-TO-WORK OUTCOME INFORMATION ALBERT LEA, AUSTIN, OWATONNA	
Outcome Measure	Raw Number
Number of Students in programs	54
Average hours per student, per year	214
Stakeholder satisfaction with program	2.8 of 3.0 scale

RESIDENTIAL OUTCOME INFORMATION MEN'S AND WOMEN'S HOMES	
Outcome Measure	Raw Number
Number in program	4 men – Murray 4 women – October
Resident satisfaction with program	2.7 of 3.0 scale
Other stakeholders satisfaction with program	3.0 of 3.0 scale
Number of community activities per person, per month	15

DTH OUTCOME INFORMATION ALBERT LEA, AUSTIN, OWATONNA	
Outcome Measure	Raw Number
<i>Non Paid Programming</i>	
Community Inclusion Hours	12,473
Center-Based Programming Hours	124,471
<i>Paid Work</i>	
Community & Supported Hours	44,134
Center-Based Hours	173,301
Total Wages	\$599,907

DTH PERSONS SERVED (TOTAL INDIVIDUALS SERVED DURING YEAR)	
Albert Lea (Alpha & Myers Rd)	102
Austin (DTH)	128
Austin Top Flight	18
Owatonna (ABL)	102
Total	350

EMPLOYMENT PLANNING SERVICES ALBERT LEA, AUSTIN, OWATONNA	
Outcome Measure	Raw Number
Number of Persons served	6
Average fee per person	\$1,101

EMPLOYEE DEVELOPMENT SERVICES ALBERT LEA, AUSTIN, OWATONNA	
Outcome Measure	Raw Number
Number of Persons served	11
Average fee per person	\$1,430

## *CEDAR VALLEY SERVICES OFFERS INDIVIDUALS THE FOLLOWING AREAS OF WORK:*

Bulk Mail Operations (O)	Maid Service (A, AL, O)	Machine Clipping (A)
Clerical (A, AL, O)	Manufacturing, Assembly, Packaging (A, AL, O)	Parts Hanging (O)
Food Services (A, AL, O)	Janitorial (A, AL, O)	Recycling (A, AL)
Laundry (A, AL)	Machine Operations, Spin Riveting (O)	Wood Product Assembly (A)

Other and Custom as requested (A, AL, O)

Many of these work areas are available at both Cedar Valley facilities and at community job sites.

# Programs and Services

Competitive Placement: Support to learn how and where to look for work, how to interview for a job, how to fill out an application for work, and all other skills to make a job hunt successful.

Center-Based Employment: Support to work and earn wages based on level of productivity in a CVS facility. Opportunity to improve job skills to help with future employment choices.

Community Employment: Support to work at a business site in the community and earn wages based on level of productivity. Opportunity to prepare for and develop skills necessary for competitive employment.

Supported Employment: Support on a job in a community setting that is fully integrated with non-disabled workers. Wages would be customary for that type of work; and would be at least minimum wage.

Employment Planning: A process of job try-outs either within a CVS facility or in a community setting. Information collected

is used to make further employment plans. Wages are earned and benefits accumulated.

Employee Development (Center-Based and/or Community): A Work Adjustment service often following Employment Planning. Skills are identified for growth, and worked on to develop confidence and help define vocational interests and goals.

Day Training and Habilitation: Support in a work setting for individuals requiring more staff assistance for job completion. Often includes therapeutic support for personal care, behavior management, social skills, etc.

Mental Health Services: Support for persons with serious and persistent mental illness to obtain and retain employment. Services specific to their mental health needs are provided, and coordinated with community mental health programs.

Personal Enrichment: A non-work service where consumers are provided personalized and preferred activities to

enrich their daily lives. Activities may include music, crafts, therapies, exercise, relaxation techniques, etc.

School-to-Work Transition: Assessment, training, and support for secondary students to make the transition from educational to employment settings. An opportunity to explore jobs and receive work adjustment services to assist in career planning.

Senior Services: Program to provide our senior population with appropriate community activities, socialization, and assistance with skills development for the retirement years.

Residential Services: Support for individuals living in CVS homes. Assistance provided as needed for personal care, daily living skills, health and wellness, money management, community skills, etc.

Transportation Services: CVS provides a variety of transportation options in each of the three communities depending on consumer needs.

# Recognition of Support

## CEDAR VALLEY SERVICES OPERATED IN PARTNERSHIP WITH THE FOLLOWING ORGANIZATIONS:

- United Ways of Mower, Freeborn and Steele Counties
- The Hormel Foundation
- The Alex Hirsh Family Foundation
- Rehabilitation Services Branch of the MN Department of Employment and Economic Development
- Minnesota Department of Human Services
- Mower, Freeborn, Steele, and other Counties
- Austin, Albert Lea, Owatonna, Lyle/Pacelli, Hayfield and Waseca School Systems
- Hormel Foods Corporation
- Production and Service Customers of Cedar Valley Services
- Recreational Opportunities Action and Resources (ROAR)
- American Bank Employee Foundation

# 2014 Plan

1. Expand the transit program to Mower and Steele Counties.
2. Construct an addition and remodel the Austin Facility.
3. Implement vendor ACH payments.
4. Investigate the space requirements for the Albert Lea Programs.
5. Produce profitable community work hours in Owatonna.
6. Expand laundry service in Albert Lea and Austin (Capital Intensive).
7. Achieve a Three Year Accreditation in October.
8. Complete conversion to the new program rule.
9. Successfully implement the new rate structure.

*This plan reflects our current and projected financial position. It sets goals and priorities to be implemented in 2014. It is developed by the Operating Directors with input from consumers, staff and stakeholders. It will be shared with persons served and other stakeholders as appropriate. It was presented to the board on 09/23/2013.*



[www.cedarvalleyservices.org](http://www.cedarvalleyservices.org)

For information on our organization and programs, contact our website at the above address. A video is also available upon request.

Cedar Valley Services will provide answers to your specific questions. Please direct your requests regarding the performance of our accredited services and programs to the numbers listed below.

CORPORATE OFFICE AND AUSTIN DIVISION

2111 Fourth Street NW  
Austin, MN 55912  
Phone (507) 433-2303  
Fax (507) 433-8880

TOP FLIGHT PROGRAM

102 First Street NW  
Austin, MN 55912  
Phone (507) 437-6032  
Fax (507) 434-7186

ALBERT LEA DIVISION

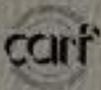
2205 Myers Road  
Albert Lea, MN 56007  
Phone (507) 377-2893  
Fax (507) 379-9860

OWATONNA DIVISION

415 North Grove Street  
Owatonna, MN 55060  
Phone (507) 451-5897  
Fax (507) 451-5932

ALPHA PROGRAM

1839 SE Broadway Avenue  
Albert Lea, MN 56007  
Phone (507) 373-6064  
Fax (507) 373-7105



Cedar Valley Services, Inc. is CARF accredited in Organizational and Community Employment Services, Employment Planning Services and Employee Development Services.



Programs funded in part by the United Way of Mower, Freeborn and Steele Counties.

*Cedar Valley Services, Inc. is a tax-exempt 501(c)(3) non-profit Corporation*

**Equal Opportunity Employer**