

**BCRC RECORDS MANAGEMENT EXPERIENCES
RAPID GROWTH**

by Pat Healey

BCRC Records Management is growing by leaps and bounds. Boxes upon boxes of documents fill the secured Records Management facility in New Brighton, and equipment hums with the sounds of information being stored.

The biggest growth by far has been in the digital scanning and paper shredding services. Two shifts of workers in our Records Management building process and scan documents on two high speed scanners daily. The scanners scan up to 55 documents per minute with crystal clear clarity. Business has been growing so fast a third scanner will be added to accommodate the growth.

About 20 workers make up the two shifts running from 8:00 a.m. to 7:00 p.m.

Preparation of documents is vitally important to the successful and trouble free scanning of documents. Many skillful people are scheduled daily to keep this process going while others scan, index and film documents.

Microfilm services are still being used by customers, although requests are not as common. File purging and collating go on as well.

BCRC's new, larger industrial shredder will extract dust and bail waste while providing a secure, crosscut shred. Shredding has been moved to BCRC's Production Center and is underway daily.

As a service to our community BCRC invites everyone who receives this newsletter to come have their personal income tax paperwork shredded for free this year. Please call BCRC to speak with Frank Sniezek for more information.



to
daily

**Employees of the
Month Speak Out**

by

*Bobby Beaver, Karen Buccelli,
Mary Jane Hudak,
Pam Kelley, Mike Little,
Janice McGhee, Molly Miller*



For twenty-one years, Millie Elliott has faithfully attended BCRC. In many ways Millie is a model employee. She is able to work on almost every job BCRC has, takes pride in her appearance, has a pleasant attitude towards her co-workers and is interested in their lives. Millie also takes pride and special care in the upkeep of our workshops. She willingly keeps her surroundings neat.

In the past, Millie has worked on headsets, Beaver County Times newspaper and various jobs at Applied Concepts. Currently, she works on boxes, Sensibility Soaps, mailings, bearings and snap-its. She is especially good at janitorial jobs. Millie is flexible through her workday and can easily change from one task to another. Programs Specialist Katie Grable states, "Millie was nominated as November's Employee of the Month because of her attendance, which is consistent year after year. She hardly misses work. Millie truly enjoys being at BCRC."

**Strong, Silent Type Has Success at
Giant Eagle**

by Frank Shialabba

Eric Dishler is the strong, tall, silent type. At six foot two inches, he towers over many of his co-workers at the Giant Eagle in Chippewa Township. If you spend just a few minutes with BCRC Program Specialist Sheila Silbaugh, you'll get the feeling that Eric has more than just a passing resemblance to the originator of the tall, silent prototype, Gary Cooper. Eric has the same gentle attitude and unassuming manner as the movie legend. He maintains his cool disposition regardless of the hectic pace that may confront him in the course of his work day. According to Ms. Silbaugh, "He never gets rattled and he never has a bad word to say about anyone." Although Eric may never face a desperado at high noon, he faces the public daily and "always aims to please." He greets customers with "Can I help you?" "May I take your groceries to your car?" "Have a nice day."

Both customers and co-workers alike have developed a sincere fondness for Eric since he came to work at Giant Eagle three years ago. Eric started cleaning trays in the bakery. Ms. Silbaugh states, "He never complained, however, his goal was to have more contact with the customers. Eric got his wish when he was trained as a grocery bagger in the customer service department of Giant Eagle." Eric's height makes him easy to spot, and his friendly disposition and genuine caring for others make him easy to like.

Eric may never be as famous as the late Gary Cooper. However, he has become just as beloved to his co-workers and friends at the Chippewa Giant Eagle. At high noon or any other time Eric makes everyone's day a little brighter.



Three honored at Christmas Party

In her leisure time, Millie's artistic ability shines through her painted ceramic objects. She is also an avid animal lover, showing concern for everyone's pets. She shares her home with her own pet cat, Sospy, named for her softness.

Congratulations to Millie for her years of faithful service to BCRC.



There are many reasons why Phil Lesinski has been chosen BCRC's December Employee of the Month. His Job Coach, Trina Hall, states, "He is a great worker who gets along with everyone and does all types of contract work. Others describe him as prompt, accurate in his work and considerate of others. Recently, Phil has made great progress in trying a new contract. He has been working two or three times a week in our Cutlery Department. This has involved going to another building and working with new people, a task that is not always easy. Leahan Bock, the Cutlery Job Coach, reports that Phil has gradually increased from basic tasks to complicated ones that require more skill. He has maintained a solid pace that keeps production at required levels.

Phil states that it "felt real good" to win his award and that he tries to keep a positive attitude. He has worked at BCRC since 1995. His coworkers and staff know Phil as an intelligent and well

Friday, December 12th was a chance to visit with friends, exchange gifts, "shake a leg" and honor the clients of BCRC. Approximately three hundred people attended the annual BCRC Christmas Party at the Monaca Turners. BCRC clients, staff and friends enjoyed a delicious buffet lunch provided by the Turners. D.J. Chuck Webb provided his usual mix of music, including oldies and contemporary tunes.

The highlight of the party was a vocal performance by Michelle Little, the wife of BCRC Program Specialist Michael Little. Michelle graciously donated her talents and delighted listeners with a number of Christmas classics. Clients, staff and visitors joined in and sang along during a number of the Christmas songs.

Three individuals were honored for their accomplishments during the past year. Michael Funovits received the Samuel M. Lippincott award. Michael was honored for his vocational progress. He has mastered box assembly and has joined the workers on the cutlery schedule. Michael has a very positive attitude, and he has developed many new relationships with coworkers and staff. When Michael's name was announced, he eagerly rushed to hug his Program Specialist, Katie Grable.



Mark Kerns received the Betty J. Meador Award. Mark was honored for his excellent attendance and work skills. Mark currently works at the Records Management Technology Center three days a week. Mark possesses good work skills and the ability to do multi-step tasks. Mark also works in Cutlery and on switch assembly. He has a good work pace and accepts his assignments readily.

The Competitive Employment Award was given to Allen J. Eaton. After working on boxes, vinyl and switches, Allen eventually was placed in Cutlery. Allen completed the Skills Training Program in April of 2003 and moved on to competitive employment. Allen joined the Chippewa Giant Eagle in May. He has shown diligence in his attendance and flexibility in meeting the store's needs. Allen was honored with an award for outstanding customer service after he went out of his way to help an elderly lady to her car.

As usual, the annual Christmas Party brought staff and clients closer together. It was a chance to appreciate both friendships and accomplishments of the past year. Our thanks go to the John A. Antoline Memorial Foundation for funding this year's party.

National Expert Trains BCRC Staff

Margaret MacDonald, of the United States Department of Labor, conducted a Wage & Hour Training for more than forty BCRC staff on Thursday, January 29th. The training was held at the Library Resource Center of the Community College of Beaver County. Ms. MacDonald is one of the foremost authorities on wage and hour regulations for vocational programs for person with disabilities. She is the Team Leader Special Employment, Northeast Region, US Department of Labor, Wage and Hour Division, Boston, Massachusetts.

Ms. MacDonald dealt with a number of issues, such as the way the time studies are reviewed by the DOL, how to distinguish employment relationships, legitimate volunteer opportunities, prevailing wage rate issues, how to comply with Fair Labor Standards Act regulations, etc. BCRC staff felt that the session was very informative and helpful in staying abreast of any changes in the regulations. BCRC Executive Director, Paulette Miller, remarked, "I am thankful that Ms. MacDonald was able to share her expertise with the BCRC staff. She is an extremely knowledgeable individual who graciously traveled a long way to provide us with valuable training."



Supported Work Program Having Busy Year

By Kathleen Ayers

BCRC's Project Success Supported Work Program (SWP) is experiencing a very active year. Currently, 25 people are enrolled in the program, and 14 people have been placed in jobs for the 2004/05 grant year.



In addition to job placement, a number of individuals are in education and training programs. Three clients have obtained their GED's, while one person will soon take the GED examination. For GED preparation, the clients work on-line on the PA Keystone University's 'PLATO' program in conjunction with tutoring from BCRC's staff. Feedback has been very positive, as people work at their own pace and educational level. Responses range from "I enjoy learning now" to "I like to study my own lessons, not anyone else's." At present, three more clients are preparing to take their GED test.

Three persons have also received their learner permits for driving and one individual received a driver's license. Clients utilize BCRC's computers to access the QUIA-PA driving tests for study purposes. BCRC also developed a series of tests and study materials that closely match the PA Department of Transportation's written test. BCRC staff provide transportation to the driver's center when the clients are ready to take their test.

The Work Experience component of the program has also been very active. Nine individuals have participated in this program. The nine Work Experience clients each had a vocational evaluation to determine a job that matched their interests and abilities. BCRC then placed the individuals in appropriate jobs and aided with instruction. Clients worked at BCRC in the Clerical Department, Records Management, Gifts Delivered featuring Candy Bouquet and assisted with supervision and maintenance in both Production Centers.

The Supported Work Department exceeds expectations for job placement, while assisting clients in a wide variety of ways. In addition to those services already mentioned, the dedicated staff of BCRC's Supported Work Program assist with Social Service agency contacts, eye glass purchases, mental health and doctor appointments and numerous other activities. The goal of supported work is to aid people to leave the welfare rolls and find jobs in the community.



Employees (continued)

informed man who likes to discuss current events. At home Phil likes to watch the news and reads newspapers. He also enjoys getting some exercise by taking walks around his neighborhood.



The year 2004 has certainly begun on a positive note for Linda Gadomski. She has been awarded our first Employee of the Month for the year 2004.

Linda has many qualities that have entitled her to this honor. She takes pride in doing her job the right way; her work quality is very good. Linda is a detail-oriented worker, and she has willingly produced quality work for BCRC in a number of different settings. Linda attends the workshop, our courthouse enclave and more recently, Records Management. She is a pleasant, quiet, efficient worker who gets along well with everyone. She has been associated with BCRC for thirty fantastic years.

Linda has many interests outside of work. Some of these include dancing, listening to music, attending concerts, shopping, reading magazines, arts and crafts and doing things with her family.

Congratulations Linda for many years of dedicated service.



Safety Lights



BCRC's Safety Committee once again highlighted the importance of safety at BCRC through its Annual Safety week from February 9 through February 13. Staff and clients were treated to a variety of safety presentations and trainings. One hundred forty clients attended Safety Day activities on Friday, February 13.

All staff and clients were oriented to fire safety and fire extinguisher usage by Mr. Harry Obergfell of the Brobeck Co. A film on fire extinguishers was shown, followed by questions and answers and discussion of an actual fire extinguisher.

Safety day participants were also treated to a presentation of Escape School conducted by representatives from Sylvania Hills Memorial Park. Clients and staff watched a film that depicted various scenarios involving abduction by a stranger. The film gave useful suggestions on how to recognize potential abductors, and how to avoid and escape abduction.

Safety Committee member, Lavinia Craft organized a hand washing in-service for BCRC clients, while program specialists conducted Bloodborne Pathogens training.

Safety is a priority at BCRC, and Safety Week is an annual tradition that focuses everyone's attention on the importance of a safe work environment.





SHOP TALK

by Paula Cordes

Competitive Edge Editorial Staff

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Pam DePace, Jennifer Gengarella,
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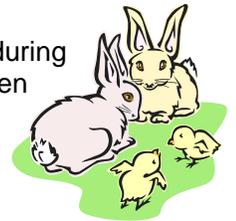
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BCRC would like to welcome Jacqueline Graef who became our new Accounts Receivable Clerk on February 12th. Jacqueline has a background in bookkeeping and comes to us from The McNellis Company. On the opposite end, we were sorry to say good-bye to Roberta White, who left her position in our Vocational Evaluation Department on December 22nd and JoAnn Schmidley from our Accounting Department, whose last day was January 23rd. We wish them both well.

Our Candy Bouquet and Christmas wreath sales were substantial during the month of December. Not only did we hold a week-long Open House for the public, we also conducted a number of sales at sites in the community. Thank you to all our customers and a "job well done" to our creative BCRC workers.



Spring is in full bloom as a wide assortment of Easter and spring items are now available at BCRC's Candy Bouquet headquarters. Easter mug bouquets top the list of items available for the spring season. A variety of beautiful spring and Easter wreaths may be seen on display at BCRC's lobby. A number of reasonably priced gift items are also available this year. These include half and full pound bags of Harry London's chocolates with bunny fairies, Mr. and Mrs. Chocolate Easter Bunnies, one pound bags of Easter foil eggs and Chocolate Easter Rabbits with "Some Bunny Loves Me" buttons. Six ounce bags of sugar-free chocolate balls and other sugar-free items are also available. You may visit our Candy Bouquet headquarters at 1517 Sixth Ave, New Brighton, PA, or phone 724-847-4513 to place an order. Bouquets and wreaths can be delivered locally or shipped anywhere in the world.