

## **2018 ANNUAL REPORT**

### **MISSION**

Community Work Services is guided by the belief that **all** people have value and that supporting individuals with disabilities to actively participate in all aspects of community life results in a more diverse, compassionate and stronger community for everyone. With that as a foundation, the agency works in partnership with employers to make a positive difference in the lives of the people we support by helping them find and keep individually meaningful community jobs.

### **SERVICES TO CLIENTS**

In 2018, Community Work Services completed its 34th year of operation, collaborating with over 80 employers in Dane County to provide community-based employment to 80 adults with developmental disabilities. These employers were from both the public and private sector and included large as well as small businesses and organizations (See Attachment #1.)

The 80 clients served in 2018 display the following disabilities or combinations thereof: mild, moderate, severe and profound cognitive disability; visual impairment; hearing impairment; cerebral palsy; epilepsy; autism; brain injury; mild to severe physical limitations; chronic mental illness; and mild to severe behavioral challenges.

Prior to being served by Community Work Services, these individuals attended Dane County special education programs, sheltered workshops, day activity centers, other community based vocational services programs, or resided in nursing homes and/or institutions.

The following is a breakdown of the level of ongoing support provided to each of the 80 clients who were served:

#### **Level of Support**

Continuous On-Site Support was provided to 18 clients. This level of support is provided to clients who require a staff person to be on site the entire time they are working. The staff person on site is responsible for providing instruction to clients, quality checking work, coordinating daily activities on site, monitoring client behavior and maintaining positive relationships with clients' supervisors and co-workers.

Daily Contact was provided to 34 clients. This level of support is provided to clients who are able to work without direct staff supervision for short periods of time. Daily contact from a staff person may occur anywhere from 1 to 6 times per day. These daily contacts involve providing instruction to clients at key times during their work day, monitoring quality, and communicating with clients' supervisors and co-workers.

Weekly Contact was provided to 12 clients. This level of support is provided to clients who can work without direct staff supervision for one to five days at a time but still require someone to spend time on site and monitor job performance on at least a weekly basis. Weekly contact can occur anywhere from 1 to 4 times per week and involves checking work quality, communicating with clients' supervisors and co-workers, and providing any instruction on site as needed.

Bi-Weekly Contact was provided to 2 clients. This level of support is provided to clients who require a job site visit from a staff person on an average of every other week. Staff visits job sites to monitor client progress and maintain communication with client, supervisor, and co-workers. During this time, any issues that have surfaced since the last contact can be addressed. If necessary, additional contact time is provided.

Monthly Contact was provided to 14 clients. This level of support is provided to clients who have demonstrated a great deal of independence on the job. Staff visits job sites on a monthly basis to monitor client progress and maintain communication with client, supervisor, and co-workers. During this time, any issues that have surfaced since the last contact can be addressed. If necessary, additional contact time is provided.

### **Job Retention and Paid Employment**

In 2018, Community Work Services had a job retention rate of 98.8%. Community Work Services, Inc. has maintained a job retention rate for its clients of over 95% for the past 25 years (See Attachment #2.) In addition, in 2018, 98.8% of Community Work Services' clients were employed in paid jobs in the community. A listing of each client's job placement(s) is included in Attachment #3.

### **Fostering Social Relationships**

In 2018, continued emphasis was placed on increasing social relationships/activities at the workplace. As a result, almost 100% of the agency's clients participated in social activities with their co-workers either on the job (e.g. pot lucks, Holiday parties, etc.) or outside of work (e.g. dinner at co-worker's house, shopping with co-worker, having co-workers come to watch sporting events that individual is participating in, etc.).

### **Quality Improvement**

In 2018, the agency continued to actively work toward upgrading clients' job placements. As a result, in 2018:

- 4 individuals increased the number of hours worked
- 36 individuals had increased wages
- 5 individuals were placed in an additional placement to supplement their existing positions
- 13 individuals expanded their job responsibilities
- 10 individuals were placed in new jobs
- 10 individuals received benefits (e.g. health insurance, vacation, paid sick time, retirement benefits, etc...)

**COMMUNITY WORK SERVICES, INC.**  
**Madison, Wisconsin**

**STATEMENTS OF FINANCIAL POSITION**  
**December 31, 2018 and 2017**

	<u>2018</u>	<u>2017</u>
<b>ASSETS</b>		
Current Assets:		
Cash and Cash Equivalents	\$ 368,344	\$ 253,296
Accounts Receivable	100,917	2,400
Prepaid Expenses	4,805	11,000
Total Current Assets	<u>474,066</u>	<u>266,696</u>
Furniture and Equipment:	5,500	5,500
Less: Accumulated Depreciation	<u>(5,500)</u>	<u>(5,500)</u>
Net Furniture and Equipment	<u>-</u>	<u>-</u>
Other Assets:		
Security Deposits	2,050	2,050
Total Other Assets	<u>2,050</u>	<u>2,050</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 476,116</u></u>	<u><u>\$ 268,746</u></u>
<b>LIABILITIES AND NET ASSETS</b>		
Current Liabilities:		
Accounts Payable	\$ 3,940	\$ 299
Accrued Vacation	12,232	11,357
Total Current Liabilities	<u>16,172</u>	<u>11,656</u>
Net Assets:		
Net Assets without Donor Restrictions	<u>459,944</u>	<u>257,090</u>
Total Net Assets	<u>459,944</u>	<u>257,090</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u><u>\$ 476,116</u></u>	<u><u>\$ 268,746</u></u>

**COMMUNITY WORK SERVICES, INC.**  
**Madison, Wisconsin**

**STATEMENTS OF ACTIVITIES**  
**For the Years Ended December 31, 2018 and 2017**

	<u>2018</u>	<u>2017</u>
Revenues and Support:		
Contract Revenue	\$ 1,241,246	\$ 933,728
Contributions	62,835	60,342
Interest Income	890	146
Miscellaneous Income	297	6,314
	<u>1,305,268</u>	<u>1,000,530</u>
Total Revenues and Support		
Expenses:		
Program Services	996,337	894,096
Administrative Services	106,077	83,681
	<u>1,102,414</u>	<u>977,777</u>
Total Expenses		
Increase (Decrease) in Net Assets without Restrictions	202,854	22,753
Net Assets at Beginning of Year	<u>257,090</u>	<u>234,337</u>
Net Assets at End of Year	<u>\$ 459,944</u>	<u>\$ 257,090</u>

**Attachment #1**  
**Community Work Services, Inc.**  
**Participating Employers as of December, 2018**

Advanced Employment, Inc.  
April Aire – Research Products  
Blue Moon Restaurant and Bar  
Capitol Centre Market  
Catholic Multicultural Center  
City of Madison:  
    Assessor's Office  
    City Clerk's Office  
    Fire Department – Station #1  
    Fire Department – Station #4  
    Motor Equipment Division  
    Municipal Court  
    Police Department  
    Streets Division  
County of Dane:  
    911 Office  
    District Attorney's Office  
    Facilities Management  
    Human Services Department:  
        Adult Community Services  
        Juvenile Detention  
        Sheriff's Department  
Dane County Credit Union  
Double Tree by Hilton – Madison  
Fastenal  
Edgewood College  
Fastenal  
First Business Bank  
First Weber Group  
FLAD Affiliated Corporation  
Hampton Inn of Madison – East  
Husch Blackwell, LLP  
J.H. Findorff & Son, Inc.  
Law Center for Children & Families  
Madison Metropolitan School District  
Madison School District-West H.S. Laundry  
Mendota Mental Health  
Metcalf's Market  
Monty's Blue Plate Diner  
Movin' Out, Inc.  
MSCR City Club  
National Conference of Bar Examiners  
Nature's Bakery Cooperative  
Paisan's  
Preschool of the Arts  
Public Health City of Madison and Dane County  
Q 106-FM  
Rocky Rococo Pan Style Pizza – South  
Saint James Catholic Church  
Saint Mary's Hospital Volunteer Services  
Sheraton Madison Hotel  
ShopBop Warehouse

State of Wisconsin:  
    Department of Administration:  
        Division of Enterprise Technology  
        Division of State Agency Services  
    Department of Corrections:  
        Bureau of Finance & Administrative Services  
        Bureau of Personnel & Human Relations  
        Bureau of Technology Management  
        Division of Community Corrections/Central Records  
        Division of Community Corrections/Business Office  
        Division of Community Corrections/Electr. Monitoring  
        Office of Victim Services Programs  
        Wisconsin Correctional Center System  
        Wisconsin Parole Commission  
    Department of Health Services:  
        Bureau of Children's Services  
        Bureau of Human Resources  
        Bureau of Quality Assurance  
        Central Wisconsin Center  
        Division of Health/Asbestos & Lead Certification Unit  
        Division of Health/Vital Records  
        Division of Management & Technology  
        Office of Legal Counsel  
    Department of Justice:  
        Crime Laboratory  
    Department of Natural Resources  
        Bureau of Customer Service & Licensing  
        Human Resources  
    Department of Safety and Professional Services  
    Department of Transportation:  
        Bureau of Financial Services  
        Bureau of Human Resources Services  
    Governor's Office  
        Office of the Commissioner of Insurance  
Subway – Sherman Avenue  
Total Administrative Services Corporation (TASC)  
UBS Financial Services, Inc.  
Ultratec  
University of Wisconsin:  
    Camp Randall – Food & Beverage  
    Kohl Center – Arena Control  
    Kohl Center – Food & Beverage  
    McArdle Lab for Cancer Research  
    Waisman Center  
Vita Plus Corporation  
Winner, Wixson & Pernitz  
Wisconsin Board for People with Developmental Disabilities  
Wisconsin Manufacturers & Commerce  
WORT – 89.9 FM  
Zenith Limousine and Jets LLC

Attachment #2  
**COMMUNITY WORK SERVICES, INC.**  
**JOB RETENTION INFORMATION**

Year	Total # of Clients	# of Clients Not Retained in Placement	Retention Rate
Sept. – Dec. 1984	8	0	100.0%
1985	30	2	93.3%
1986	44	2	95.5%
1987	50	4	92.0%
1988	60	5	91.6%
1989	65	6	90.8%
1990	68	6	91.2%
1991	68	5	92.6%
1992	68	5	92.6%
1993	67	4	94.0%
1994	67	2	97.0%
1995	68	2	97.0%
1996	68	1	98.5%
1997	68	2	97.0%
1998	68	2	97.0%
1999	68	2	97.0%
2000	71	3	95.6%
2001	72	1	98.6%
2002	71	1	98.6%
2003	72	2	97.1%
2004	69	3	95.7%
2005	70	1	98.6%
2006	71	0	100%
2007	70	1	98.6%
2008	72	0	100%
2009	73	2	97.2%
2010	77	0	100%
2011	77	2	97.4%
2012	79	1	98.7%
2013	79	1	98.7%
2014	80	1	98.8%
2015	79	0	100%
2016	79	1	98.7%
2017	81	1	98.8%
2018	80	1	98.8%

Attachment #3  
COMMUNITY WORK SERVICES – CLIENT LIST 2018

CLIENT	DATE PLACED	JOB PLACEMENTS	HOURS PER WEEK	PAYMENT	REASON FOR LEAVING	GOALS FOR 2019
1. KA	9/84 4/96 8/02 7/04 7/05 6/06 8/15	Lombardino's Pasqual's-Atwood Day Break Café City Madison Police Dept. Dane Cty. – Northport Madison Health Dept. Dane Cty-CCB	-- -- -- 24.5	3.85/Hr. 5.15/Hr. 5.15/Hr. 7.25/Hr. 9.27/Hr. 7.43/Hr. 9.27/hr	4/96 Quit. Desired new job. 4/30/02 Business closed. 6/04 Fired  7/15 Job phased out	Maintain in current jobs.
2. MA	1/93 1/89 6/94 9/01	Dept. Regulation & Licensing Waisman Center Info. Program Waisman Center Pre-school Dept. Of Corrections	-- -- -- 3.0	3.18/Hr. 5.15/Hr. 5.15/Hr. 7.25/Hr.	6/93 Left due to health problems. 8/04 Left to increase hours at DOC. No longer interested in job	Maintain in current job.
3. JB	11/95  10/99 9/96  5/03 9/10 5/11 2/16 11/16 3/18	Vita Plus  Wheelchair Recycling Pgm. Kohl's-University Ave.  Copp's – University Ave. Maple Bluff Fire Station Blue Moon County of Dane- Job Center City of Madison-Streets Div. Nature's Bakery	--  -- -- 10	5.00/Hr. + Benefits Volunteer 12.21/Hr. + Benefits 12.75/Hr. Volunteer 7.25/Hr. 8.36/Hr. 9.05/Hr. 8.25/Hr.	8/96 Laid off.  11/01 Quit. Not interested in volunteering. 4/03 Business closed.  Too physical.  Lack of work	Maintain in current jobs
4. DB	6/18  9/18	State of WI DHS-Bureau of Human Resources County of Dane Child Support	21.25	7.25/Hr. 8.46/Hr.	Office concerned about material confidentiality.	Maintain in current job.
5. AB	9/86  8/88 9/90 6/97 6/90 8/00 5/05 6/05 6/07 6/07	MATC -- Duplicating Center -- Food Service Pizza Hut Madison Fire Station Pet World Warehouse Edgewater Hotel Edgewood College Elks Club Hampton Inn Dept. of Corrections Office of Commissioner of Ins.	-- -- -- -- -- -- -- -- -- 26	Training Stipend 2.75/Hr. T. Stipend 5.15/Hr. 5.15/Hr. 6.50/Hr. 7.00/Hr. 7.00/Hr. 7.25/Hr. 7.25/Hr.	9/89 Desired new paid placement.  5/90 Desired new placement. 8/00 Moved to paid employment. 8/00 Desired new placement. 1/05 Laid off. 2/07 Left for serious back issue (surgery). 2/07 Left for serious back issue (surgery).	Maintain in current jobs.
6. SB	8/04 6/07  1/06 9/13 12/17	Pizzeria Unos Dane Cty. Human Services -- Payee Unit WI Dept of Administration WKOW City of Madison Assessors	--  25	7.00/Hr. +  7.25/Hr. 12.19/Hr. 7.25/Hr. 7.61/Hr.	3/06 Left for better job.  9/13 Left for new job. 8/16 Left-felt under challenged	Maintain in current jobs.
7. SB	5/10 5/10 8/18	Dept. of Corrections Dane County Sheriff's Office Double Tree Hotel	12	7.25/Hr. 8.46/Hr 7.25/Hr..	7/18 Lack of work.	Maintain in current jobs.
8. BB	6/86 1/00 6/86  4/10	Madison Housing Authority Common Council Bureau of Children's Long Term Support Services Office of Commissioner of Insurance Community Skills Activities	--  28.75	5.31/Hr. 5.47/Hr. 7.25/Hr.  7.50/Hr.	4/10 Job phased out due to lack of work. 4/10 Job phased out due to lack of space.	Maintain in current jobs.
9. TB	10/88 9/90 10/88 3/93 7/95 5/95 8/95 6/01 11/02  7/04 3/07	MATC Bookstore City of Madison Police Dept. Department of Corrections WI Craft Market Pasqual's Production Great Harvest Bread Co. Methodist Church Planned Parenthood Law Center for Children and Families Natures Bakery Dane County Recycling	-- -- -- -- -- -- -- -- 17.25	Volunteer Volunteer 4.25/Hr. 4.25/Hr. 5.15/Hr. 5.15/Hr. Volunteer T. Stipend  7.25/Hr. 8.25/Hr. 8.76/Hr	8/89 Desired new position. 3/93 Moved to better job match 3/94 Fired. 3/94 Quit due to mental health issues. 12/00 Restaurant closed. 8/03 Laid off. 11/02 Desired paid employment. 5/08 Left for paid employment.	Maintain in current jobs.

CLIENT	DATE PLACED	JOB PLACEMENTS	HOURS PER WEEK	PAYMENT	REASON FOR LEAVING	GOALS FOR 2019
10. JB	4/84 6/87 5/91 7/91 7/92 1/93 2/95 8/02 9/08 9/03 7/15	Ovens of Brittany-Shorewood Wis. Manufacturers & Commerce Monty's Blue Plate Diner Dept. of Revenue Dept. of Transportation Boelter & Lincoln Advertising Dept. of Corrections Gumby's Pizza Toppers Pizza Pasqual's Office of Commissioner of Insurance	-- -- -- -- -- -- -- -- -- -- 8	3.45/Hr. 3.90/Hr. 4.25/Hr. 3.71/Hr. 4.25/Hr. 4.25/Hr. 5.15/Hr. 6.55/Hr. 7.25/Hr. 7.25/Hr.	6/87 Quit. Desired new job. 1/91 Fired 9/91 Fired. 12/92 Laid off. 2/95 Desired new job. 2/95 Job was phased out. 4/02 Fired. 9/08 Left due to decline in business. 5/11 Left due to more hours at other job. 7/15 Quit-desired new job	Maintain in current jobs.
11. AB	2/14 2/13	Dept. of Safety & Professional Services April Aire – Research Products	29	7.25Hr. 7.50/Hr.		Maintain in current jobs.
12. AB	7/01 4/96 1/01 1/01 6/08	Bureau of Developmental Disabilities WI. Council on Developmental Disabilities Movin' Out Dane Co. Dist. Attorney Office Dane Co. Facilities Mgmt.	-- 26	10.00/Hr. 7.60/Hr. 8.76/Hr. 7.25/Hr.	6/06 Reduced work schedule due to health reasons. 2/09 Work phased out-increased Facilities Management hours. 7/15 Increased hours at Movin' Out	Maintain in current jobs.
13. SC	3/06	Dept. of Corrections	10.5	7.25/Hr.		Maintain in current job
14. ZC	1/17 10/18	Shop Bop Fastenal	20	11.50 9.00	7/18 Temp. Agency hours expired.	Maintain in current job
15. LC	9/87 9/91 6/92 7/93 5/93 7/97 7/95 10/01 10/18	Hardee's-Milwaukee Ave. Videoland Dept of Justice Methodist Daycare Meriter Adult Services Adworld Dane Co. Public Health Nursing DOC-Parole Commission Dane Co. PHN	-- -- -- -- -- -- 23.5	3.05/Hr. 3.85/Hr. 3.42/Hr. Volunteer Volunteer 5.15/Hr. 7.25/Hr. 7.25/Hr. 8.76/Hr.	5/92 Desired new placement. 7/92 Desired new placement. 1/93 Fired. 9/93 Fired 7/97 Desired new paid placement. 11/98 Laid off. 3/14 Work phased out. Increased DOC hours.	Maintain in current jobs.
16. MD	10/85 9/93	Central WI Center-Pharmacy City of Madison Assessor's	20	8.00/Hr. 6.64/Hr.	4/14 Retired.	Maintain in current job
17. ND	3/85 3/85 6/92 4/94 10/89	MATC Library/Bookstore American Red Cross High Point Church Dane Co. Juvenile Recp. Ctr. Dane Co. Facilities Mgmt. Community Skills Activities	-- -- -- 25	T. Stipend Volunteer Volunteer 8.76/Hr. 8.76/Hr.	9/89 Desired new paid placement. 5/92 Desired new volunteer placement 2/93 Increased hours at DHCS.	Maintain in current jobs.
18. BE	8/18 8/18 8/18 8/18	City of Madison-Fire Station 1 City of Madison Fire Station 4 Blue Moon Bar & Grill Dane Co. Facilities Mngmnt.	17.5 Hours	7.25/Hr. 7.25/Hr. 7.25/Hr. 8.76/Hr.		Maintain in current jobs.
19. EE	9/96 10/07	Concourse Hotel Sheraton Hotel	-- 10	7.02/Hr. 11.76/Hr.	9/07 Quit. Desired new placement.	Maintain in current job.
20. SE	4/87 1/01	CUNA Mutual Insurance Vita Plus	-- 40	16.85/Hr. 15.00/Hr.+ Benefits	11/00 Fired	Maintain in current job.
21. RE	10/08 8/12 10/18	DNR DOT State of WI - OCI	19.25	7.91 7.25 7.25/Hr.	7/16-Did not want to do computer work	Maintain in current jobs.
22. SF	3/14	ShopBop Warehouse	20	15.00/Hr.		Maintain in current job.
23. BF	12/11 10/11 7/12	MMSD Q106 Dane County Recycling	18	7.25/Hr. 10.00/Hr. 8.76/Hr.		Maintain in current jobs.



CLIENT	DATE PLACED	JOB PLACEMENTS	HOURS PER WEEK	PAYMENT	REASON FOR LEAVING	GOALS FOR 2019
24. MF	8/85 6/90	WI Mutual Insurance State of WI Governor's Office	-- 16.25	3.65/Hr. 7.25/Hr.	3/90 Business moved to location off bus line.	Maintain in current job.
25. JG	9/03 5/03 2/04	Wyngaard Law Offices Copps Food Stores Department of Corrections	-- -- 22	5.15/Hr 6.50/Hr. 7.25/Hr.	1/04 Job phased out. 2/04 Desired new clerical position.	Maintain in current job.
26. MG	6/13 6/13 6/13	Madison Fire Stn. #1 Madison Fire Stn. #4 Dane Cty. Facilities Mgmt.	7.50	7.25/Hr. 7.25/Hr. 8.46/Hr.	7/18 Moved to different county. 7/18 Moved to different county. 7/18 Moved to different county	
27. JH	2/14 4/17	Preschool of the Arts Camp Randall Food and Beverage	22.5	9.55/Hr. 8.25/Hr.	7/18 Jon unhappy with job.	Maintain in current job.
28. JJ	9/08 5/09 9/17	Ultratec Blackhawk Country Club Mendota Mental Health	20	11.27/Hr. 7.25/Hr. 11.25Hr.	9/17 Got new job at Mendota.	Maintain in current jobs.
29. RK	10/08	State of WI. Dept of Natural Resources	15	7.65/Hr.		Maintain in current job.
30. EK	10/90 1/91 1/92 5/00 11/03	State of Wis. -- DOA Madison Police Dept. Humana Health Health Department Dept. of Corrections	-- -- -- 13	4.03/Hr. Volunteer T. Stipend 7.25/Hr. 7.25/Hr.	10/91 Fired. 7/92 Fired. 9/03 Move to better job match. 7/15 Job phased out	Maintain in current jobs.
31. KK	3/84	City Clerk's Office Community Skills Activities	21	7.84/Hr.		Maintain in current job.
32. DK	9/09	Madison West High School	27.50	7.25/Hr.		Maintain in current job.
33. KK	10/10 8/14	Dept. of Natural Resources Husch, Blackwell LLP	28.50	8.08Hrs. 7.85/Hr.		Maintain in current jobs.
34. LK	3/87 4/86	Dane Co. Recycling Program Bureau Children's Services Community Skills Activities	27.50	8.76/Hr. 7.25/Hr.		Maintain in current jobs.
35. JK	3/88 6/89 4/90	Park Bank Dane Co. Credit Union Department of Corrections	-- 21.50	4.50/Hr. 8.00/Hr. 7.86/Hr. + Benefits	1/89 Fired.	Maintain in current jobs.
36. DK	3/93 11/86 1/03	Madison Mutual Housing Assc Bureau of Quality Assurance Capitol Center Foods Winner Wixon & Pernitz	-- -- 4	5.50/Hr. 5.15/Hr. 7.25/Hr. 7.25/Hr.	3/00 Business closed. 12/02 Project ended. Laid off. 4/16 Retired	Maintain in current jobs.
37. TL	10/83 10/83 2/92 10/95 2/08 8/00 2/10	Meadowridge Library WI Mutual Insurance Dane Co. District Attny's Ofc. Dept. of Justice-Crime Info Bureau Dept. Regulation & Licensing Office of Vital Records Dept. of Transportation	-- -- -- -- -- 10	Volunteer 3.80/Hr. 5.15/Hr. 6.50/Hr. 6.55/Hr. 7.55/Hr. 7.25/Hr.	4/88 Quit. 8/91 Laid off. Job was phased out. 8/00 Quit. Desired more challenging job. 7/07 Job phased out. 4/09 Fired	Maintain in current jobs.
38. KL	8/02 6/06 3/00	Stafford and Rosenbaum Boston Store Metcalf's Market	-- -- 12	6.00/Hr. 8.00/Hr. 12.11/Hr.	1/04 Fired Quit	Maintain in current job.
39. AL	9/00 7/03 6/03 5/09	Borders Dept. of Corrections State of WI Bureau of Children's Services Department of Transportation	-- 27	8.22/Hr. 7.25/Hr. 8.25/Hr. 7.25/Hr.	Laid off due to economy.	Maintain in current jobs.
40. KL	8/86 8/86 11/89 3/97 4/90 9/90 10/12	MATC -- Duplicating Center MATC -- Food Service Madison Fire Station #3 Badger Cab State of WI Env Health City of Madison Police Dept. Fleet Services	-- -- -- -- 27.5	Training Stipend T. Stipend 7.25/Hr. 7.40/Hr. 7.84/Hr. 8.09/Hr.	8/89 Desired new placement. 9/89 Desired new placement. 6/01 Increased days at Badger Cab. 6/12 Let go due to financial restraints. 4/16 Placed in different job that fits skills	Maintain in current jobs.

CLIENT	DATE PLACED	JOB PLACEMENTS	HOURS PER WEEK	PAYMENT	REASON FOR LEAVING	GOALS FOR 2019
	4-16	Community Skills Activities City of Madison/County of Dane Public health Nursing		8.76/Hr.	better.	
41. NL	3/89 2/90 11/91	Hardee's-University Ave. Video Station-University Ave. Dept. of Transportation Community Skills Activities	-- 12.5	2.85/Hr. 3.20/Hr. 7.25/Hr.	11/91 Move to more challenging job. 8/14 Business closed.	Maintain in current job.
42. TL	7/87 2/89 3/97 4/87 10/12	MATC-Duplicating Madison Fire Station #3 Badger Cab Bureau of Quality Assurance Fleet Services Community Skills Activities	-- -- -- 29	T. Stipend T. Stipend 7.25/Hr. 7.25/Hr. 8.82/Hr.	1/89 Fired. 6/01 Increased hours at Badger Cab. 6/12 Let go due to financial restraints.	Maintain in current jobs.
43. PL	6/87  12/89 6/93 2/96 7/03	Bruce Company  Division of Health Heartland Properties Dane Co. Sheriff's Dept. Dept. of Corrections	--  -- -- -- 9.25	3.75/Hr.  5.00/Hr. 5.00/Hr. 6.55/Hr. 7.25/Hr.	8/90 Quit. Seasonal employment. Desired to increase hours working at Divn Health. 1/94 Fired 3/95 Fired. 4/09 Fired increase days at DOC.	Maintain in current job.
44. GL	1/95  5/03 6/09 10/11 5/13	Kohl's Food Emporium  Copp's Food Center U.W. Welcome Center 1 <sup>st</sup> Business Bank Dream Bikes	--  -- -- 10.5	11.25/Hr. + Benefits 12.90/Hr. 7.25/Hr. 7.25/Hr. Volunteer	4/03 Business sold to Copps.  7/11 Quit 8/11 Laid off.	Maintain in current jobs.
45. RM	3/84 3/84 4/89 5/01	YMCA City of Madison Health Dept. Dane Co. Sheriff's Dept. Bureau of Personnel & Employee Relations.	-- -- -- 28.75	Volunteer 3.68/Hr. 3.86/Hr. 7.25/Hr.	4/89 Desired new paid placement. 3/01 Quit. 3/01 Desired new placement.	Maintain in current job.
46. SM	3/84 3/84 10/07  3/18	Dane Co. Juvenile Detention City Clerk's Office Dane County Facilities City Management Dane County Human Services	-- 24   	4.43/Hr. 7.47/Hr. 8.76/Hr.  8.76/Hr.	10/07 Job phased out.	Maintain in current jobs.
47. RM	1/88 11/88 5/93	Material World Co-op Wis. Coalition for Advocacy Dept. of Transportation	-- -- 8	4.25/Hr. 4.37/Hr. 7.25/Hr.	7/93 Needed different job-health reasons. 4/92 Quit.	Maintain in current job.
48. RM	2/12 5/12 8/15 2/17	WPDD Fleet Services Zenith Limousines & Jets LLC MSCR City Club	24	12.00/Hr. 9.56/Hr. 8.00/Hr. 11.00/Hr.		Maintain in current jobs.
49. AM	5/13 2/15 3/17	U. W. Kohl Center Jimmy John's-State Street Capital Center Market	0	8.50/Hr. 7.25/Hr. 8.50/Hr.	9/14 Fired 3/17 Fired 7/18 Mental Health	Continue work on mental health. Find new job.
50. MM	6/86  8/90 8/90 10/06 7/98 3/01 6/86  6/07 4/10	Madison Fire Station #1  InnTowner Hotel Juvenile Detention Edgewood College Madison Health Dept. Dane Co. Sheriff's Dept Bureau of Personnel & Employee Relations Dept. of Corrections Dane County Recycling (911) Community Skills Activities	--  -- -- -- -- -- 31.5	Training Stipend 3.80/Hr. 2.62/Hr. 6.55/Hr. 3.18/Hr. 7.25/Hr.  7.25/Hr. 7.25/Hr. 8.46/Hr.	8/90 Moved to more independent job.  1/91 Fired. 7/99 Transferred to Health Dept. 6/07 Job was phased out. 10/06 Moved to less sedentary job. 4/10 Moved to job with more support.  9/18 Deceased 9/18 Deceased 9/18 Deceased	
51. LM	4/87 6/89 11/89 7/92 2/93  4/94 7/92 1/00 3/01	Orvis' Deli Court Commissioner's Office Edgewood College Dane Co. Print Shop St. Mary's Healthworks  Dane Co. Human Services Dane Co. District Attorney's Dept of Transportation Dane County Recycling Community Skills Activities	-- -- -- -- --  -- 26.75	1.34/Hr. 4.25/Hr. 2.12/Hr. 4.25/Hr. T. Stipend  8.76/Hr. 7.25/Hr. 8.76/Hr.	6/89 Business closed. 7/92 Office relocated-space limitations. 2/93 Moved to better job match. 4/94 Moved to more interesting placement 12/99 Office move to less desirable location for transportation. 5/06 Left for less sedentary position.	Maintain in current jobs.
52. RM	8/89 5/91 5/94 6/95 10/98	Washington Host Madison Fire Station #4 1st United Methodist Church Bayview Foundation City of Madison Public Library	-- -- -- -- --	3.65/Hr. Volunteer Volunteer Volunteer Volunteer	3/90 Business closed. 6/95 Desired additional paid job. 8/97 Job requirements changed. 9/98 Wanted different volunteer job. 2/09 Job phased out.	

CLIENT	DATE PLACED	JOB PLACEMENTS	HOURS PER WEEK	PAYMENT	REASON FOR LEAVING	GOALS FOR 2019	
	10/96	Home Savings		7.25/Hr.	11/12 Business moved to less desirable location & downsized.	Maintain in current jobs.	
	4/90	State St. Brats	30	7.25/Hr.	5/17 Retired- no longer good job match		
	6/96	Meriter Hospital		Volunteer	9/16 Chose to stop volunteering.		
	10/13	Municipal Court					
	5/17	Community Skills Activities			7.25/Hr.		11/18 Changed jobs
	5/17	Office of Commissioner of Insurance			8.76/Hr.		
	11/18	Dane County Facilities Management			7.25/Hr.		
	11/18	Stat of WI –Dept of Corrections					
53. PM	12/95	Pasqual's-Monroe St.	--		Left for job in Food Service at Kohl Ctr.	Maintain in current jobs	
	10/07	Blue Moon (Summer Only)	22.5	7.25/Hr.	5/11 Chose not to return.		
	5/09	1 <sup>st</sup> Methodist Church Food		Volunteer	5/11 Lack of work.		
	8/00	Kohl Center (Arena Control)			8.00/Hr.		
	8/03	Kohl Center Food Service			8.00/Hr.		
	4/12	Kohl Center Facilities Mgmt.			7.25/Hr.		7/15 Increased work in other areas
	4/12						
54. DN	4/86	State of WI- Dept. of Health Services	8.25	7.25/Hr.		Maintain in current job.	
55. EO	1/82	VA Hospital – Pharmacy	--	Volunteer	1/88 Position phased out.	Maintain in current jobs.	
	9/87	National Guardian Life	--	4.25/Hr.	10/93		
	10/93	Dept. of Justice	--	4.25/Hr. + Benefits	Desired more challenging placement		
	10/86	Heartland Credit Union	--	7.75/Hr.	6/95 Position phased out.		
	1/05	Madison Public Library	--	Volunteer	12/04 Business moved to less desirable location.		
	6/95	Findorff	23	7.35/Hr.	7/06 No longer desired volunteer job.		
	8/03	WORT Radio Station		Volunteer			
	2/05	Nat'l Conf of Bar Examiners		7.25/Hr.			
	7/16	Aprilaire Research Products		7.25/Hr.			
	7/16						
56. MO	9/87	Wendy's-E. Washington	--	3.80/Hr.	6/93 Desired new placement.	Maintain in current job.	
	6/93	WI School of Electronics	--	3.50/Hr.	2/94 Laid off.		
	3/94	Dane Cty. Recycling	30	8.76/Hr.			
	3/94	Community Skills Activities					
57. JP	11/86	McKee's Restaurant	--	3.35/Hr.	8/88 Business closed.	Maintain in current jobs.	
	8/88	Pizza Hut	--	2.75/Hr.	5/90 Desired new placement.		
	11/86	Madison Fire Station	--	T. Stipend	5/96 Moved to paid employment.		
	7/90	Pasqual's-Atwood Ave.	--	4.50/Hr.	3/96 Quit due to health reasons.		
	5/05	Elks Club	--	7.00/Hr.	2/07 Increased hours at Commissioner of Insurance		
	8/96	Edgewater Hotel	--	5.15/Hr.	1/05 Laid off.		
	6/96	Commissioner of Insurance	25	7.25/Hr.			
	5/00	Dept. of Transportation		7.25/Hr.			
	5/00						
	5/00						
58. OP	8/13	Dane County. Facilities Management.	27.5	8.76/Hr.		Maintain in current job.	
59. BR	9/87	Wendy's-Dempsey	--	3.80/Hr.	5/92 Desired new placement.	Maintain in current jobs.	
	6/93	Dept. Regulation & Licensing	--	4.27/Hr.	1/01 Fired.		
	7/93	Bureau of Public Nursing	--	6.55/Hr.	7/93 Job phased out.		
	8/01	State of WI-DHS	25.5	7.25/Hr.			
	7/93	Adult Community Services		8.76/Hr.			
	7/93						
60. WR	9/87	Persoft	--	5.15/Hr.	8/00 Business moved out of state.	Maintain in current jobs.	
	7/06	WI Dept of Transportation	--	6.55/Hr.	4/09 Left due to low volume of work.		
	1/91	WI Manufacturers & Commerce	32	10.03/Hr.			
	8/00	FAC Services		10.75/Hr.			
	6/01	UBS Financial Services		8.50/Hr.			
	4/09	Dane County Sheriff's Dept.		8.76/Hr.			
	4/09						
61. AR	10/91	Duane Hendrickson Realty	--	5.00/Hr.	11/92 Employer got tenant to clean bldg.	Maintain in current job and encourage client to increase hours.	
	4/86	Creative Energy Products	--	5.15/Hr.	6/03 Quit		
	7/04	Advanced Employment	1.5	7.25/Hr.			
62. JR	10/05	Subway	4	7.25/Hr.		Maintain in current job.	
63. BR	5/89	Red Lobster	--	5.25/Hr.	9/97 Fired.	Maintain in current job.	
	10/99	Mani Graphics	--	5.15/Hr.	2/01 Quit. Increased hrs at DOC.		
	5/98	State of WI DOC	6	7.25/Hr.			

CLIENT	DATE PLACED	JOB PLACEMENTS	HOURS PER WEEK	PAYMENT	REASON FOR LEAVING	GOALS FOR 2019
64. JS	9/87 9/87  10/90 4/93 8/91 11/94 8/95 7/14	Trigg's Bakery Midway Motor Lodge  Pasquale's – Production Ovens of Brittany WKOW-TV Channel 27 Department of Corrections Monty's Blue Plate Facilities Management Community Skills Activities	--  -- -- -- -- 26	2.25/Hr. 3.65/Hr.  4.25/Hr. 4.25/Hr. 7.25/Hr. 7.25/Hr. 11.00/Hr. 8.76/Hr.	7/91 Moved to more challenging job. 2/90 Job phased out. Motel lost contract with airlines. 3/93 Business moved off bus line. 8/95 Business closed. 8/13 Fired	Maintain in current jobs.
65. JS	1/81 1/84 4/86 3/88 3/89 9/91  2013	VA Hospital Natatorium Burger King Rocky Rococo's-Gilman St. Shakey's-Gammon Rd. Dept. of Justice-Crime Lab  St. Mary's Hospital	-- -- -- -- -- 11	Volunteer 3.35/Hr. 3.35/Hr. 3.35/Hr. 4.00/Hr. 11.76/Hr. +Benefits	4/86 Quit. Desired new job. 6/87 Job was phased out. 3/88 Desired new job. 3/89 Laid off. 9/91 Desired new job.	Maintain in current job.
66. JS	1/87 6/87 7/92  6/94 10/02 9/04 5/10 5/11 4/17 5/17	Ember's Restaurant Ovens of Brittany-Shorewood Canterbury Bookstore/Coffee House  Opera House Ocean Grill Camp Randall Rainbow Project East YMCA (Summer) Double Tree Dane County Facilities Management	-- -- --  -- -- 14	3.35/Hr. 4.50/Hr. 4.25/Hr.  5.50/Hr. 8.00/Hr. 8.50/Hr. Volunteer Volunteer 7.25 8.76/Hr.	3/87 Fired. 10/91 Fired. 4/93 Fired.  6/02 Business closed. 7/04 Fired. 12/16 Terminated 7/12 Chose not to return. 7/12 Chose not to return	Maintain in current job.
67. DS	7/86 11/93 4/96 1/99 3/06 3/01	Wendy's-State St. McDonald's-Odana Rd. Noodles Kohl Center St. of WI Ofc Strategic Finance Community Work Services	-- -- -- -- -- 6.75	4.25/Hr. 5.00/Hr. 5.50/Hr. 5.15/Hr. 6.50/Hr. 7.25/Hr.	10/93 Moved to job with better hours. 4/96 Moved to job with better hours. 8/98 Fired. 7/00 Fired. 7/07 Fired poor attendance.	Maintain in current job.
68. MS	10/08 3/09 5/15  2/17	VA Hospital Waisman Center Dane County-recycling Community Skills-Natatorium VA Hospital	30	Volunteer 13.01/Hr. 8.76/Hr.  Volunteer	9/13 Job became volunteer	Maintain in current jobs.
69. PS	10/85 7/86 10/88 3/91 8/90 8/18 10/18	Madison Club State Capital Law Library MATC – Administrative Ofc. Dane Co. Sheriff's Dept. Department of Corrections Double Tree Hotel County of Dane - 911	-- -- -- 16	2.50/Hr. Volunteer Volunteer 8.46/Hr. 7.25/Hr. 7.25/Hr. 8.76/Hr.	10/87 Fired. 10/89 Desired new placement. 7/90 Desired new placement. 7/18 Lack of work.  10/18 Not good job fit.	Maintain in current jobs.
70. AS	4/11 1/10 6/13 11/14 5/16 7/17	City of Madison Fleet Services Ultra Tec Parkside Presbyterian Church Camp Randall Paisans Apartment Cleaning	-- 28	7.25/Hr. 9.91/Hr. 10.00/Hr. 8.00/Hr. 9.00/Hr. 12.50/Hr.	1/12 Fired. 11/14 Desired new placement. 6/14 Church closed  8/18 Davon did not like job.	Maintain in current job.
71. TS	5/88 3/93 2/78 10/94 10/08 1/16	Madison Mutual Housing Ovens of Brittany Rocky Rococo's-Beltline Meriter Hosp Volunteer Svc. Planned Parenthood Catholic Multicultural Center	-- -- 12.5	5.50/Hr. 4.85/Hr. 7.25/Hr. Volunteer Volunteer Volunteer	11/92 Desired new placement. 8/95 Business closed.  10/08 Reduced hrs due to less work. 10/15 Desired new volunteer site 12/18 Change in TS's support needs.	Maintain in current jobs.
72. JS	4/87 4/90 5/05 4/06 8/05 4/04 6/07	Division of Health State of WI-Envir. Health Community Work Services Ofc of Commissioner of Ins. First United Methodist Church St. James Church Department of Corrections	-- -- -- -- -- 12.5	5.15/Hr. 5.15/Hr. T. Stipend 6.50/Hr. Volunteer Volunteer 7.25/Hr.	7/03 Fired due to poor attendance. 7/03 Fired due to poor attendance. 6/08 Increased paid hours at DOC. 6/07 Moved to job with more variety. 2/09 Job phased out due to lack of work.	Maintain in current jobs.

CLIENT	DATE PLACED	JOB PLACEMENTS	HOURS PER WEEK	PAYMENT	REASON FOR LEAVING	GOALS FOR 2019
73. TS	4/87 8/90 11/90 10/94 3/93 5/00 5/09  2/98 7/09 11/00 8/05 5/08	Rocky Rococo's-University A. Community Work Services State of WI-Dept. of Revenue Regent Co-op Market Steve's Liquor Pet World Movin Out  Madison Fire Station #1 Madison Fire Station #4 Dane Co. Recycling program State of WI Division of Health TASC Community Skills Activities	-- -- -- -- --  30	-- 2.04/Hr. 4.25/Hr. 3.62/Hr. 5.15/Hr. 6.55/Hr. 7.25/Hr.  7.25/Hr. 7.25/Hr. 8.76/Hr. 7.25/Hr. 7.25/Hr.	5/90 Fired. 3/93 Desired new placement. 11/01 Ofc move to undesirable location. 2/00 Laid off due to declining business. 4/02 left for better job match. 2/09 Laid off due to economy. 3/11 Moved to job within County/ Recycling Pgm.	Maintain in current jobs.
74. BS	9/92 3/84 5/00	City of Madison Health Dept. City Clerk's Office City Assessor's Office	-- 19.5	3.49/Hr. 7.84/Hr. 7.47/Hr.	5/00 Quit. Desired more challenging job.  7/17 Retired due to computer work no longer good fit	Maintain in current jobs.
75. NT	5/16 7/17 5/17 7/16	James Reeb Church County of Dane DCHS CCB recycling- 911 Office County of Dane - DA's	15	7.50/Hr. 8.76/Hr. 8.76/Hr. 8.76/Hr.	5/17 Left for better job match	Maintain in current jobs.
76. PT	9/98 2/04 9/03 7/00 7/04 3/08 5/08	Noodles & Company Planned Parenthood Dane Co. Recycling. Office Commissioner of Ins. Natures Bakery TASC Law Center	-- -- 25	5.75/Hr. Volunteer 7.25/Hr. 7.25/Hr. 8.25/Hr. 7.25/Hr. 7.25/Hr.	10/03 Fired. 5/08 Left for paid employment. 3/08 Moved to job with increased support.	Maintain in current jobs.
77. BT	11/17 4/17 8/18	City of Madison Fleet Services Double Tree Blue Moon Bar & Grill	20	8.95/Hr. 7.25/Hr. 7.25/Hr.	8/18 Not a good job match.	Maintain in current jobs
78. LW	3/07 6/12 11/12 1/14 10/14	First Weber TASC DNR Café Zoma Law Center	11	10.00/Hr. 7.25/Hr. 7.65/Hr. 7.35/Hr. 7.25/Hr.	8/14 Quit. 3/17 Insufficient Work 12/17 Laid off due to low sales	Maintain in current jobs.
79. MW	2/85 6/99 4/02 4/03 6/02 2/04 6/05 7/06 6/18	The Avenue Bar Mautz Paint MATC-Commercial Avenue Dane Co. - Northport Steve's Wine Market Edgewood College Hampton Inn WI Dept. of Administration City of Madison Fleet Fire Maintenance	-- -- -- -- -- 13	5.15/Hr. 5.40/Hr. 6.00/Hr. 5.15/Hr. 5.15/Hr. 7.25/Hr. 11.27/Hr. 7.25/Hr. 7.25/hr.	3/98 Desired new placement. 5/02 Business closed. 3/04 Desired new placement. 6/05 Desired less sedentary job. 6/06 Desired new placement.  11/18 Not a good job match	Maintain in current jobs.
80. KY	10/95 1/82 6/11	First Business Bank McArdle Cancer Research Lab Dane County Human Services	12.5	7.25/Hr. 7.25/Hr. 8.76/Hr.	Fired.	Maintain in current jobs.

**Attachment #4  
2018 Donors**

**Carl & Su Alessandro  
Frank Alfano  
Karla & Joe Anderegg  
Becky & Dave Baertschi  
Mary Banovetz  
Monica Bear  
Gretta Begas  
Palmer & Charlotte Bell  
Mary Benes  
Norm & Barbara Berven  
Devindra & Jasoda Bhagwandin  
Dora Brand  
Dora & Nathan Brand  
Iris Brigham  
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William & Judith Busse  
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Susan & Dan Crowley  
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Kadry & Nahla Ezalarab  
Reem Ezalarab  
Dick & Helen Falch  
Michael Fox  
Julie & John Franz  
Susan Fuszard  
Bruce Goodman  
Stacy Graff  
Dianne Greenley  
Monica Hale  
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Paul Harrison  
Lynn & Tom Hirsch  
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Karen R. Icke  
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Clete & Annette Minter  
Dorothea & John Murphy  
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Tim & Teresa Neuenschwander  
Nancy O'Brien  
Ward & Peg Olsen  
Shaun O'Rourke  
Mark & Connie Pelton  
Mary, David, Dan, Dennis & Sue Philipps  
Carrie Pomije  
Lee & Cathy Purdy  
Sharon Raimondo  
Bob & Renee Ramsdell  
RTS Crew, Mrs. Klitzke  
Diane Ruh  
Charles & Gail Sabean  
Mary K. Schmid  
Pamela K. Schmid  
Patrick Schwarz  
Lorene Seman  
Betsy Shiraga  
Carole Shiraga  
Shiro Shiraga  
Susan Shiraga  
Kathy, Kurt & Maggie Siegel  
Cynthia & Dave Sugar  
Elizabeth Sundbakken  
Christine Tomas  
Alice Udvari-Solner  
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Joan M. Wildman  
John & Lucille Winters  
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Melissa Mulliken & Kim Turner  
Paul Nelson & Jane Lewis  
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Mark Sweet & Tim Schmelzer  
Laura Well & Martha Chiapetti  
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Foundation, Inc.**

**Amazon Smile  
Epic  
Fire Fighters Local 311 Charitable Trust  
Madison Investment Advisors  
On-site Environmental Services, Inc.  
Prudential Financial  
Thrivent Choice**

**Gift in Memory of Jim McKinley  
Gift in Memory of Pansy Brown  
Gifts in Memory of Mark Minter**

Contributions are solicited through an annual appeal letter. All contributions go toward furthering the mission of Community Work Services.

**Attachment #5**  
**Community Work Services, Inc.**  
**Board of Directors – 2018**  
 (All Board positions are non-compensated)

<b>NAME/TITLE</b>	<b>OCCUPATION</b>	<b>TERM</b>
Mary Kay Mussey President	Retired Nurse Veteran's Administration Hospital	1/1/16 - 12/31/18
Deirdre Morgan Vice President/Secretary	Retired Assistant Administrator WI Department of Corrections	1/1/17-12/31/19
Paul Karch Treasurer	Attorney Husch Blackwell, LLP	1/1/18-12/31/20
Paul Harrison	Development Coordinator Access Community Health Centers	1/1/16-12/31/18
Alice Udvari-Solner	UW – Madison UW Teacher Educator & Consultant for Inclusive Practices	1/1/18-12/31/120
Eileen Ahearn	Doctor Veteran's Administration Hospital	1/1/16-12/31/18
Randy Sarver	Human Resources Manager Wisconsin Department of Transportation	1/1/18 – 12/31/20
Casey Koenig	Assistant Vice President, Treasury Management Waunakee Community Bank	1/1/18 – 12/31/20

Community Work Services, Inc.  
 Administrative Staff – 2018

Executive Director – Sarah Cutler  
 Program Director – Sharon Schmid

To request a copy of this report: Call (608) 233-0115  
 or  
 Write to: Community Work Services, Inc. 1402 Greenway Cross #200, Madison, WI 53713  
 or  
 Email: sarahandsharon@cwsmadison.com