

BRIDGEWAY WEEKLY MONITOR

News Briefs from Human Resources

January 29, 2010

Compliance Corner

From: Bill Nelson

Myth Buster – What the CEO wants you to know

MYTH: “Not-for-profit” status requirements means that Bridgeway should not make a lot of money each year and as a charitable organization should strive to break even.

FACT: All companies for profit or not-for-profit must make a profit to stay in business. The amount of profit desired in a not-for-profit relates to our mission. If a not-for-profit has unmet needs in its mission it should strive to earn a very large profit. The reason for this is that profit (or monies earned) in a not-for-profit can ONLY be used to be reinvested (by state and federal law) in accomplishing the organization’s mission. This is why the motto of all not-for profits is “no money earned, no mission met”. Growth and better quality services can only happen when there is a profit. If a not-for-profit does not strive for profit the mission will be lost.

DEEPEST SYMPATNY

Deepest sympathy to Diana Bryant and her family on the loss of her sister. Diana is a HCBS Outreach Worker in Keokuk.

BTS ACTIVITIES

From: Tom Colclasure

- BTS’ Ursa Major World Map stencil has made it in Hollywood! A world map produced from one of our stencils is shown in the movie The Sunshine Cleaners. The world map is painted on a school playground that is shown in a scene toward the end of the movie.
- A proposal was submitted to the Illinois Department of Central Management Services to provide janitorial services for a new Illinois Department of Human Services office. The new facility will begin operation in the next 6 to 8 weeks.
- The Galesburg workshop completed a large order to assemble electrical components. Next week time studies will be performed for a new electrical component assembly job that will be of substantial size.
- The number of IL-1040 mailings being processed is gradually increasing. Approximately 4,000 forms are now being processed each day.

- The contractual packaging orders from the Dick Blick Company are increasing in quantity and variety.
- *Additional workers are still needed in preparation for the contract with the Illinois Department of Revenue to sort IL-1040 forms. Please share with your family members and friends that we are taking applications at this time to recruit workers for the IL-1040 form mail sorting contract*
- The metal working shop is sandblasting and powder-coating a stock car frame for an individual and a catwalk for Kitchen Cooked, Inc.

SPAM EMAIL

If you have received a Spam Email spoofing to be from Bridgeway, **Do Not** reply to this email for any reason. Bridgeway IS will NEVER send an email asking for log on credentials.

If you have any questions, please contact Andy Austin (LAN Administrator) andya@bway.org or call 309-344-2323 ext 544, or Cell 309-368-1771

NEW EMPLOYEES

Bridgeway Inc.

Jo Beth Baker, Program Support Specialist I Galesburg
 Marsha Morrss, Family Support Worker Moline
 Jennifer Dinsmore, Residential Assistant Galesburg
 Robert Tripp, Rehab Trainer Keokuk
 Milisa Johnson, HCBS Outreach Worker Keokuk
 Kaleena Williams, Crisis Counselor Galesburg
 Donna Harlow, Residential Assistant Kewanee

BRIDGEWAY INC. MONTHLY FINANCIAL REPORT

From: Sara Fitzjarrald

Attached you will find the following statements and reports for Bridgeway, Inc. for the month ended December 31, 2009:

1. Balance Sheet (Unaudited)
2. Profit and Loss Statement (Unaudited)
3. Accounts Receivable Summary (Within the report)
4. Accounts Payable Summary (Within the report)
5. Cash Flow Statement (Unaudited)

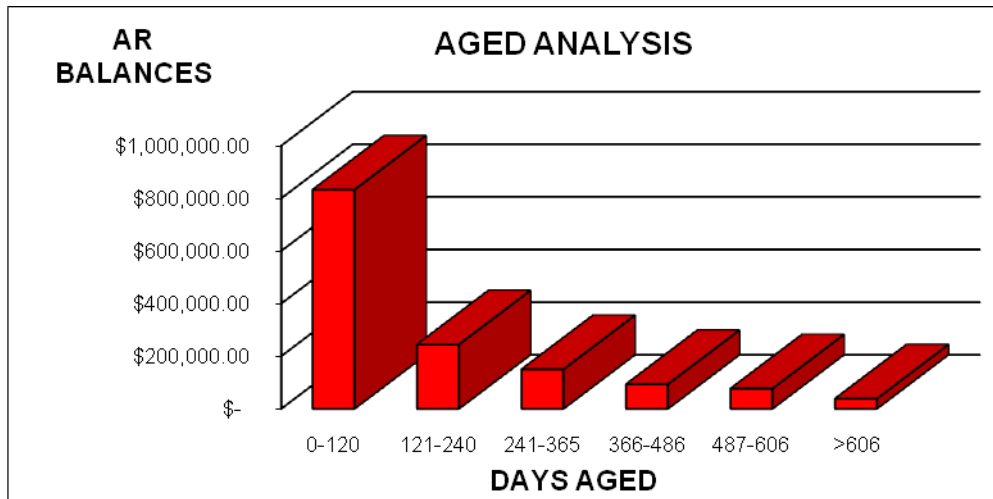
Balance Sheet

Cash Balance

As of December 31, 2009 the checking account balances totaled \$668,100. This amount includes all outstanding checks and deposits in transit as of that date. The cash account balance as of January 25, 2010 totaled \$629,051.

Accounts Receivable

The accounts receivable (A/R) of \$3,337,651 represent funding primarily from the States of Illinois and Iowa. The total due from the State of Illinois at December 31, 2009 was \$2,731,299. Below is a graph that breaks down the A/R by the number of days outstanding and a detailed schedule at the end of this section that lists the A/R by agency. The Allowance for Charitable Write Offs is \$425,194.93. The balance in the allowance account is enough to cover the accounts receivable balances carried in the greater than 241 days categories.



Accounts Receivable	Account Description	AR Balance
12100	State Funding AR	
005	DCFS	\$ 258,340
010	DMH	\$ 29,688
015	DDD	\$ 534,084
020	DRS	\$ -
025	DASA	\$ 82,018
026	DASA MEDICAID	\$ 41,406
031	MRO	\$ 337,785
032	Non Medicaid	\$ 844,678
040	HFS	\$ 197,617
075	Magellan	\$ 6,573
076	Consultec	\$ 162,687
090	ILDept of Human Services (not MH/DDD)	\$ 5,508
999	None	\$ 3,370
Total State Funding AR		\$ 2,503,754
12110	Client Family Payments	
001	Self Pay	\$ 309,737
Total Client Family Payments		\$ 309,737
12150	Private Insurance	
035	Private Insurance	\$ 35,905
070	Iowa FFS	\$ 1,000
Total Private Insurance		\$ 36,905

12200	Federal Funding AR	
070	Iowa FFS	\$ -
080	Federal Funding	\$ 30,076
Total Federal Funding AR		\$ 30,076
12210	Other Contracts	
005	DCFS	\$ 16,002
010	DMH	\$ -
020	DRS	
058	Henderson County	\$ 4,620
999	None	\$ 13,871
Total Other Contracts		\$ 34,493
12350	Iowa Local Government	
070	Iowa FFS	\$ -
102	Des Moines County	\$ 4,441
103	Lee County	\$ 14,377
999	None	
Total Iowa Local Government		\$ 18,818
12400	Courts	
080	Federal Funding	
999	None	\$ 3,693
Total Courts		\$ 3,693
12500	Grants	
010	DMH	\$ 203,795
015	DDD	\$ 39,968
020	DRS	\$ 74,218
022	CHPS	\$ 82,196
Total Grants		\$ 400,176
Total Accounts Receivable		\$ 3,337,651

Accounts Payable

For the month of December, we processed 621 invoices with 655 cost center/expense code lines of entry totaling \$1,346,875. The accounts payable balance of \$101,155 as of December 31, 2009 consists of Vendor Payables of \$47,920 (which were all paid by checks written on 01/07/2010 and 01/14/2010), A/P Refunds of \$13,154, A/P Audit accrual of \$40,024, and Other A/P of \$58.

Unearned Revenue

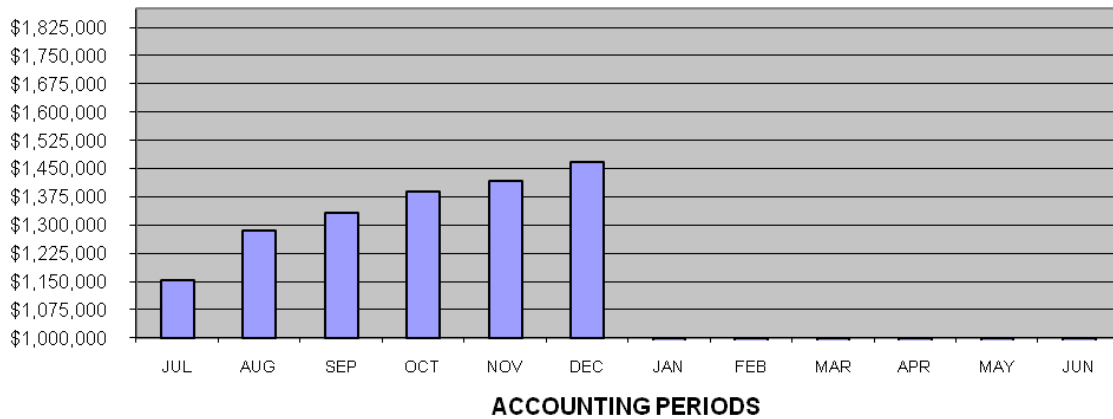
The balance of the unearned account is comprised of the following:

AGENCY	PROGRAM	21010
010	SUPERVISED STARTUP	\$ 17,201
010	ADD'L SUPERVISED RESID	\$ 13,950
010	PSYCH SVCS	\$ 143,606
010	CLIENT TRANSITION	\$ 265
999	NONE	\$ 14,132
		\$ 189,154

Fund Balance

The following graph shows the fund balance for FY 10:

BI FUND BALANCE FY 2010



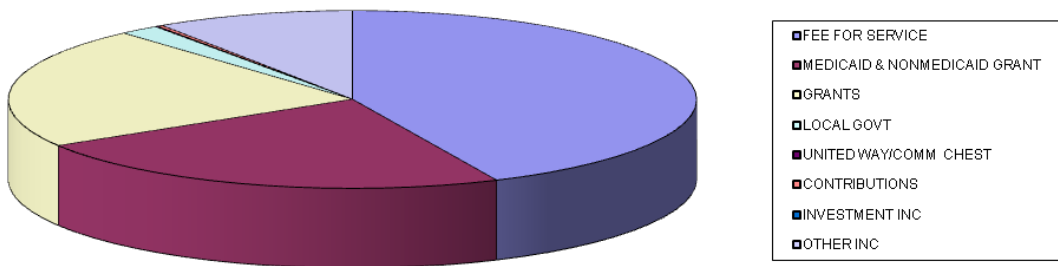
We started FY10 with a fund balance of \$1,240,159. As of December 31, 2009 this amount has increased to \$1,468,171.

Income Statement

Revenue

The year-to-date (YTD) revenue totals \$8,885,194, which is under budget by \$625,436. FFS, Medicaid and Non-Medicaid (MRO/NMR), and grants are the largest contributors of total revenue. YTD, FFS revenue totals \$3,833,041 and is calculated based on the actual services provided. MRO/NMR and grants are each booked monthly at 1/12 of the contract amounts and total \$2,054,879 and \$1,966,043, respectively. As of December 31, 2009 we have recorded 1/2 of our FY10 contract allocation. However, we are \$449,088 under our adjusted contract for MRO/NMR services, and unless we increase our service production DHS MH may recoup a portion of our MRO/NMR contract.

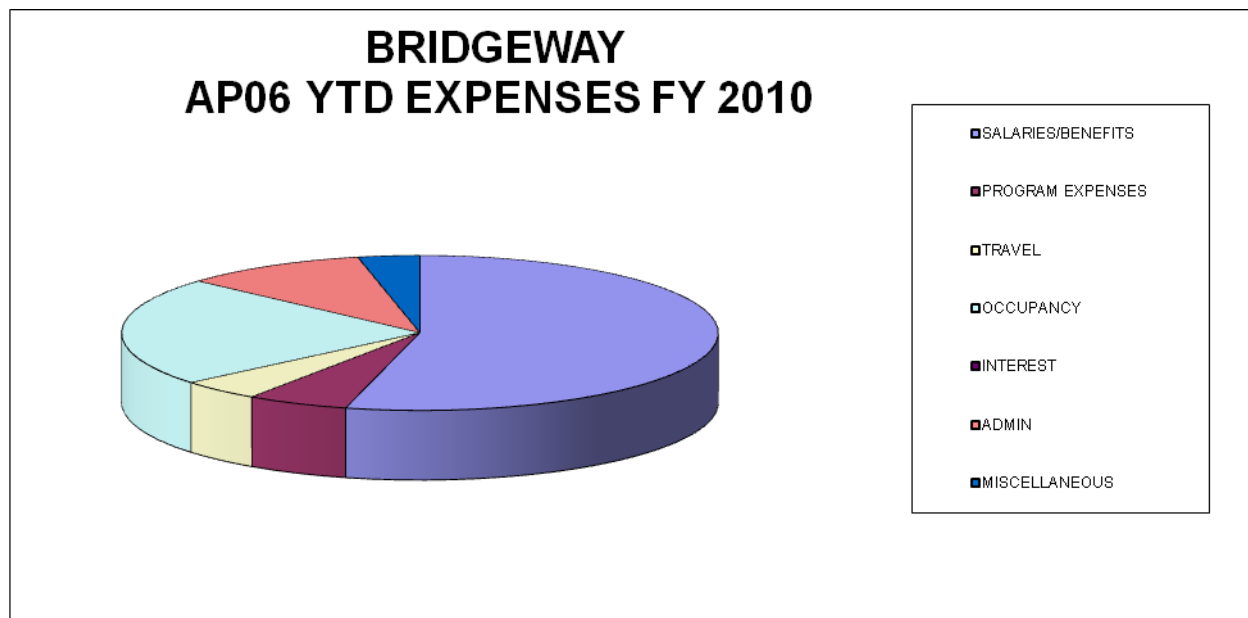
BRIDGEWAY, INC. AP06 YTD REVENUE FY2010



FEE FOR SERVICE	\$	3,833,041	43.1%
MEDICAID & NONMEDICAID GRANT	\$	2,054,879	23.1%
GRANTS	\$	1,966,943	22.1%
LOCAL GOVT	\$	166,917	1.9%
UNITED WAY/COMM CHEST	\$	9,811	0.1%
CONTRIBUTIONS	\$	22,974	0.3%
INVESTMENT INC	\$	12	0.0%
OTHER INC	\$	<u>830,617</u>	<u>9.3%</u>
TOTAL REVENUE	\$	8,885,194	100.0%

Expenses

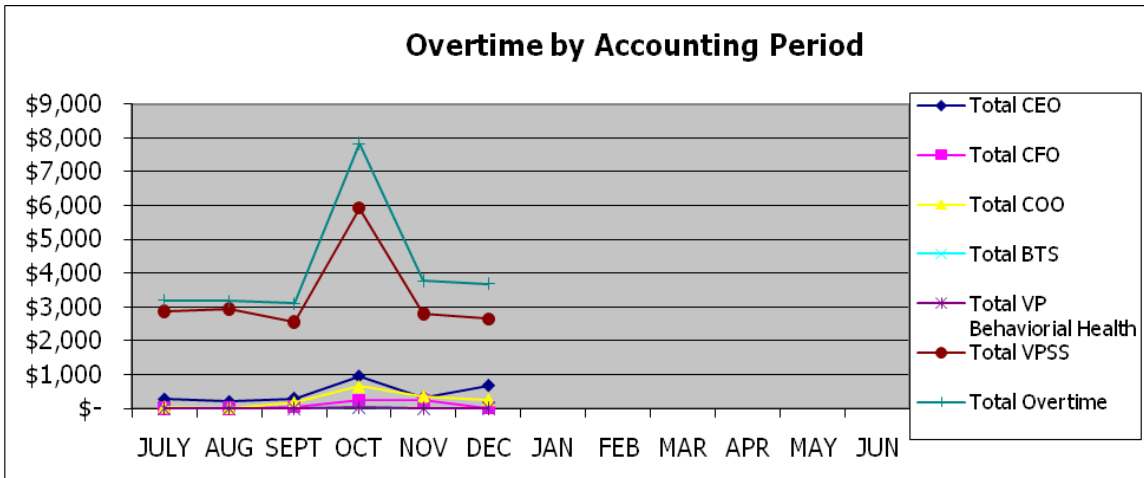
The graph below shows the expense categories of which our company is comprised.



SALARIES/BENEFITS	\$	4,677,618	54.0%
PROGRAM EXPENSES	\$	477,256	5.5%
TRAVEL	\$	378,479	4.4%
OCCUPANCY	\$	1,972,035	22.8%
INTEREST	\$	981	0.0%
ADMIN	\$	866,052	10.0%
MISCELLANEOUS	\$	<u>290,187</u>	<u>3.3%</u>
TOTAL DISBURSEMENTS	\$	8,662,608	100.0%

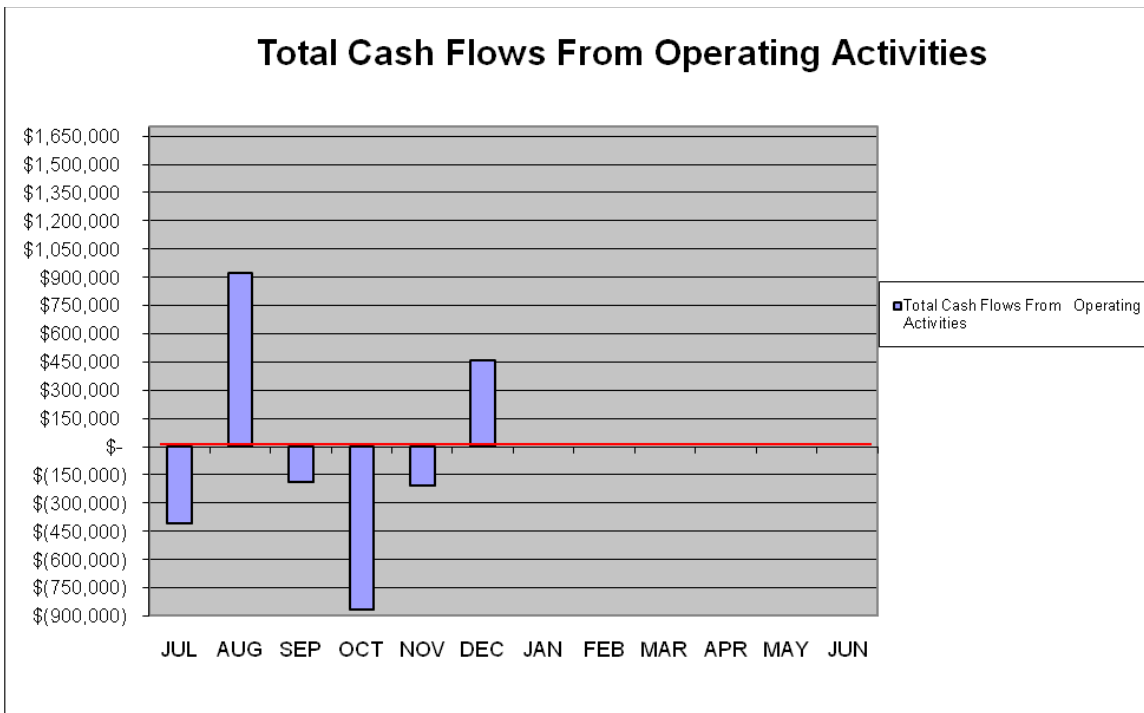
Expenses for the year total \$8,662,608, which are under budget by \$817,925. For the most part, expenses have been kept on track. This year we have budgeted for a 50% reserve on Private Pay. For the month of December, this expense was calculated to be \$13,871. Charitable Write Off in total was under budget by \$67,708 because Private Pay revenue is dramatically under budget.

Our three largest expense categories are salaries and benefits, occupancy, and administration. Salaries and benefits increased slightly to 54.0% of total expenses and total \$4,677,618 for the year. Of this amount, \$3,685 is due to overtime, which is broken down by management positions as shown on the graph below. Occupancy, which remains fairly constant during the year, is our second largest expense. This category is 22.8% of total expenses, with a total of \$1,972,035 for the year. Administration is our third largest category and is 10.0% of total expenses, totaling \$866,052 for the year.



Cash Flow

The following illustrates the current cash flow situation:



Cash flow increased in December from because the State of Illinois issued \$2,286,495 in warrants to Bridgeway, Inc. over the course of the month.

Conclusion

While we have done a great job of staying under budget on the expense side, Bridgeway has not generated the revenue we projected. Despite this, we ended the month with a year-to-date profit of \$222,586. However, if we consider the MRO and NMR deficit, we have a year-to-date **loss** of \$198,215. It is critical that we meet our MRO and NMR projections as we are facing severe cuts to future funding if we can not perform at the levels required to achieve full funding.

CAMP KIDZ 2010 FUNDRAISER

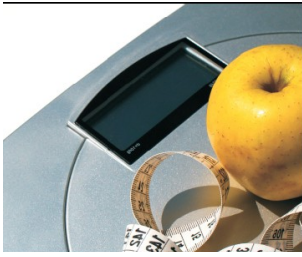
Treat your someone special while helping kids with special needs Fundraiser for Camp Kidz 2010. Camp Kidz is a summer day camp for kids with disabilities. A 6” decorated valentine cake for \$7.00. Orders will be taken now through February 8th

Cakes may be picked up on Friday, February 12 from 8:30am to 1:30 pm (in Kevir's Kitchen) unless an earlier date is requested. If you have any questions call:

Tammy Froelich at 309-344-4297 or Teresa Schisler at 309-299-7023.

JOB OPENINGS

Prevention Specialist - Galesburg
Community Support Specialist – Keokuk
Nursing Specialist – Keokuk/Burlington
SASS Recovery Specialist - Galesburg
Employment Specialist - Kewanee
Residential Community Support Specialist - Galesburg
Community Support Specialist - Kewanee
Employment Specialist - Macomb
Program Support Specialist I - Monmouth
Administrative Coordinator Iowa - Keokuk
Manager Bridgeway Janitorial Services - Galesburg
Female Janitorial Associate - Bloomington
Day Program Assistant Trainer - Pekin
Job Coach – Galesburg
Driver - Macomb
HCBS Outreach Worker-Keokuk/Burlington
Residential Assistants/MI – Kewanee & Galesburg (Pooled Position)
Residential Assistant/DD – Macomb & Pekin (Pooled Position)



Thyroid Awareness Month



Here are some more Thyroid Awareness Month Tips to help you understand how important your thyroid is to staying healthy and happy.

Thyroid disease is often overlooked or blamed on things like age and lifestyle, because the symptoms are common. It's actually shocking how often doctors do not test for thyroid, when it could be the cause of symptoms and condition. For example:

- Overweight, and can't lose weight despite diet and exercise? Before you go for weight loss surgery, you owe it to yourself to rule out a thyroid problem.
- If you are suffering from infertility or recurrent miscarriage, rule out a thyroid problem before you start costly assisted reproduction treatments.
- If you have low sex drive, don't despair...rule out thyroid problems first. Feeling depressed? Before you start an antidepressant - - with all its potential side effects - - rule out thyroid problems.
- If you are feeling fuzzy-brained and having memory problems - - rule out thyroid problems. High cholesterol? Rule out thyroid before starting a statin drug.
- If you've just had a baby and you're exhausted, losing hair, or having trouble breastfeeding - - rule out thyroid problems before you assume you're having normal "postpartum" problems.
- If you have erratic periods or hot flashes, rule out thyroid problems before you assume it's perimenopause or menopause.
- If you have panic attacks, muscle aches, joint pains, hair loss, puffiness, or constipation - - rule out thyroid problems!

THYROID DISEASE . . .

- Affects at least 30 million Americans - - some experts say 59 million!
- Is easily - - and frequently - - misdiagnosed as depression
 - Is at least 7 times more likely to affect women
- Can be the actual cause of weight gain/difficulty losing weight, fatigue, depression, hair loss, and high cholesterol in some people
- Is most often due to autoimmune disease
- In women, can cause infertility, low sex drive, miscarriage, irregular menstrual periods, breastfeeding problems, and difficult menopause
- Is NOT typically tested for as part of regular blood work in an annual physical
- Is often overlooked, misdiagnosed, or insufficiently/incorrectly treated by physicians

KEY TIPS: Don't assume that your annual physical or blood work (you know, the typical blood work that looks at cholesterol, etc.) includes thyroid tests. Most of the time, no one is looking at your thyroid during an annual check-up, and most blood work does NOT include a thyroid panel.

RISE FACTORS FOR THYROID DISEASE

- Female: Women are at greater risk than men.
- Over 50 - - women 50 and above are at the highest risk, though thyroid disease can strike at any age.
- A personal or family history of thyroid and/or autoimmune disease increases risk.
- Being left-handed, ambidextrous or prematurely grey mean greater risk of autoimmune disease, including thyroid problems
- Being pregnant or within the first year after childbirth
- Current or former smoker
- Recent exposure to iodine via contrast dye or surgical antiseptic
- Iodine or herbal supplements containing iodine, in pill or liquid form
- Living in an iodine deficient area

- Over consumption of raw goitrogenic foods, i.e., Brussels sprouts; turnips; cauliflower; soy products and others
- Over consumption of soy foods
- Recent neck trauma, biopsy, injection or surgery
- Radiation exposure, through radiation to neck area, or exposure to nuclear facility or accident, i.e., Chernobyl
- High stress life events

Source: www.ThyroidAwarenessMonth.com

Courtesy of Wellness Proposals