

## In This Edition...

- Photography Club
- Upcoming Events
- Spotlight
- Just For Fun!
- Current Job Openings
- Director's Reports
- Vacation and Party Photos

## Donations Needed!

We are ALWAYS in need of items for our upcoming events. If you are willing and able, we would appreciate the following items:

- Plastic Cups
- Plastic Plates
- Napkins
- Silverware
- Pop/Water
- Condiments
- Plastic Tablecloths
- Individual Chip Bags
- Seasonal Décor/Centerpieces

Please drop off between 8:00 and 4:00 M-F. Thank you!

Greene Arc, Inc. is a non-profit corporation providing residential, vocational, Day support, job opportunities, advocacy and mental health/recovery services to citizens with disabilities of Greene and surrounding counties. Our goal is to promote the independence and employment of individuals with disabilities.

## PHOTOGRAPHY CLUB



Follow us on Instagram for more from our Photography Club.

## UPCOMING EVENTS

70th Birthday Party in July  
Vacation to Geneva on the Lake in September



# Spotlight On...

Chessi



**What do you love about Greene Arc?**

*Friends and staff*

**What are your favorite things to do?**

*Color*

**What is your favorite place to go?**

*Camp*

**What is your favorite food?**

*Pizza*

**What is your favorite TV show?**

*The Masked Singer*

**What are you good at?**

*Shredding and baling*



## JUST FOR FUN!



## CURRENT JOB OPENINGS

### Residential DSP

Full-time, direct care to persons with intellectual disabilities.

### Certified Peer Specialist

Join our team at Greene Arc as a Certified Peer Specialist! This full-time role supports individuals with mental health illness through peer support and recovery-based services. Applicants must have a flexible schedule. No CPS certification? No problem — we'll send you to the training! Great benefits after 90 days, including medical, paid time off, holidays, and more.

See [greenearc.org/careers](https://greenearc.org/careers) for full job description and applications.

*All applicants must have a high school diploma or GED and a valid driver's license with a clean driving history. All positions must pass Child Abuse History, FBI & Criminal Record Check Clearances.*

"The only true disability is the inability to accept and respect differences." - Upjourney



# A Note From Our Executive Director

## A Season of Growth and Forward Momentum at Greene Arc

As we close the books on the past fiscal year, I find myself filled with a profound sense of pride and excitement about the tremendous growth and positive momentum at Greene Arc, Inc. It has truly been a transformational year—one that reflects the hard work, dedication, and shared vision of our staff, board, and community partners.

This year, we expanded our Residential Services with the opening of a new group home and the recent purchase of a second—bringing us closer to our goal of ensuring more individuals have access to safe, supportive, and person-centered living environments. The joy and independence these homes provide to our residents speak volumes about the importance of this growth.

Another major milestone was the addition of a full-time Registered Nurse to our team—an essential investment in the overall health and well-being of the individuals we serve. With this new role, we've elevated our ability to provide consistent, proactive healthcare support across all programs.

In our commitment to transparency, outreach, and community engagement, we've significantly increased our social media presence, launching two dedicated Instagram accounts and revitalizing our Facebook page. These platforms now allow us to better highlight the stories, achievements, and daily joys that make Greene Arc such a special place.

We also held our First Annual Open House, welcoming the community into our programs and facilities to learn more about our mission and meet the amazing individuals we support. The event was a resounding success and something we look forward to growing in the years ahead.

Equally important was the launch of our First Annual Employee Appreciation Luncheon—a heartfelt celebration of the dedicated professionals who form the backbone of Greene Arc. Their commitment is unwavering, and thanks to the support of our Board of Directors, we

were able to recognize their efforts with well-deserved wage increases designed to offset inflation and affirm our appreciation for their continued dedication.

Looking ahead, we're thrilled about our budding partnership with The Way, a local community center in Waynesburg, that will offer exciting new opportunities for inclusive employment & engagement for individuals with intellectual and developmental disabilities and those in recovery. More details will be shared as we formalize these plans—but know that this collaboration has the potential to be something truly impactful.

We also prepared for the upcoming shift to Performance-Based Contracting (PBC)—a major step toward a more outcome-driven model of service delivery. Our internal preparation has positioned us well for success as we move into this new funding landscape with confidence and clarity.

Most importantly, this year has brought measurable growth across all of our programs—from Adult Day Training/Prevocational Services and Residential Services to Mental Health Recovery and Supported Employment. New individuals have joined our services, and each success story reminds us of why we do what we do.

All of this would not be possible without the support of our incredible staff, community partners, and the families who trust us every day. I would also like to thank our Board of Directors for their oversight and guidance throughout this fiscal year. They have been instrumental to every success we've celebrated.

To all of you: thank you. Thank you for believing in our mission, for supporting our team, and for helping us make Greene Arc not just a provider of services—but a place of inclusion, opportunity, and growth.

The best is yet to come.

**Travis Duncan**  
*Executive Director*



# A Note From Our Chief Financial Officer

## **Planning for Success: How Fiscal Responsibility Powers Our Mission**

As we welcome a new fiscal year at Greene Arc, Inc., I'd like to take a moment to share how we plan and prepare to ensure financial stability and responsible stewardship of the resources entrusted to us. Behind the scenes, there's a thoughtful and deliberate process designed to support every program and ensure our mission continues to thrive.

One of our most important tools is monthly financial review. By evaluating our spending regularly, we can identify any trends, concerns, or anomalies early. For example, a higher-than-expected utility bill at a group home could be the first sign of a leak or maintenance issue. By catching these things early, we can respond quickly, avoid unnecessary costs, and keep operations running smoothly and efficiently.

Throughout the year, we also hold Management Team meetings where we touch base across all departments to ensure that every program has the tools, equipment, and support needed to function effectively. When challenges arise, we work collaboratively to assess the situation and identify the most economical and effective solutions, always with our individuals and staff in mind.

In the spring, we shift our focus toward the future through comprehensive budget meetings in April and May. These sessions are critical to understanding upcoming changes within programs and to preparing for necessary investments in the year ahead. Whether it's new equipment, staffing shifts, or regulatory changes, we build our budgets carefully to ensure we can meet both our operational and mission-driven goals.

Our approach to fiscal planning isn't just about numbers—it's about empowering our staff, protecting our programs, and ensuring we continue to deliver high-quality services in a sustainable way. Thank you to the Board of Directors, our leadership team, and each of you who plays a part in Greene Arc's continued success. Here's to another year of growth, impact, and sound financial footing.

**Amy Heckman**  
*Chief Financial Officer*



# A Note From Our Human Resources Director

## Staffing

We have experienced some “changing of the Guards” (so to speak) during the 2<sup>nd</sup> quarter of the year.

- **Sandra Ketchem**, who has been with Greene Arc, Inc. for 37 years, has accepted a promotion to Director of Residential Programs. Sandra will be taking over for Mary Keim upon Mary’s upcoming retirement.
- **Heather Johnson** has accepted a promotion from Direct Support Professional (DSP) to Residential Supervisor. Heather worked at the Pine St. site as a DSP and will now be supervising the Franklin St. and Jefferson sites.
- **Ruth Baker** has accepted a promotion from Direct Support Professional (DSP) to Residential Supervisor. Ruth worked at the Franklin St. site as a DSP and will now be supervising the Third St. (Rogersville) and 6<sup>th</sup> St. (Waynesburg) sites

New to our team is **Briana Lockett**, Human Resource Associate, who is acclimating to our Greene Arc culture quickly and effortlessly. Welcome Briana, we are happy to have you here as part of the team!

We have also hired a new Community Participation Supports (CPS) Director who will be joining us in the next quarter (end of July), so I will leave you with some suspense about who the new guy (hint) is until then... You’re welcome. :)

Current open positions consist of Direct Support Professionals (DSPs) for our Community Group Homes and a Certified Peer Specialist.

## Annual Trainings

The annual trainings are in full swing and progressing much more efficiently than in years past. The new procedure utilized has provided less confusion and complications when tracking and recording all of the trainings. There is no doubt we will meet our annual training goal, provided we maintain the current pace.

## E-Badge News

The e-Badge Academy enrollment implemented on 5/22/2025 included 33 participants. To date, 16 participants have registered and started earning their badges.

We would like to recognize and celebrate the first of our staff members who have already achieved Tier 1 NADSP E-Badge Certification.

- **Regina Menhart**, Direct Support Professional (DSP) at our Pine St. location, who has been with Greene Arc, Inc. since October 2024.
- **Heather Shaffer**, Program Specialist, who has been with Greene Arc, Inc. since March 2012.
- **Briana Lockett**, Human Resource Associate, who has been with Greene Arc, Inc. since April 2025.

Congratulations to all three staff members for their efforts and for the hard work that went into this achievement! Thank you for your dedication to our individuals and for continually striving for personal and professional growth!

**Kim Thompson**

*Human Resources Director*

## Upcoming Events

**DATE:** Wednesday, August 27, 2025  
**EVENT:** CareerLink Career and Resource Fair  
**LOCATION:** EQT Rec Center  
**TIME:** 10:00AM—2:00PM

# A Note From Our Residential Program Director

## Celebrating Leadership and Growth in Our Residential Program

As Greene Arc, Inc. continues to grow and evolve, our Residential Program stands out as a shining example of what it means to provide compassionate, consistent, and person-centered care. This year marks a particularly meaningful chapter for the program as we celebrate both continued expansion and a significant leadership transition.

After more than 22 years of dedicated service, Mary Keim, Co-Director of Residential Services, will officially retire on July 31, 2025. Mary began her career with Greene Arc in February 2003 and quickly became an integral part of the organization. Throughout her tenure, she has worn many hats—serving on the Safety Committee, the Quality Management Committee, and as a Certified Investigator and Medication Trainer. Her knowledge and unwavering commitment to the individuals in our care have left a lasting impact on our entire organization.

To ensure a seamless transition, Sandra Ketcham stepped into the role of Co-Director of Residential Services alongside Mary in May 2025. Sandra brings with her a wealth of experience and a deep understanding of our mission and values. She began her journey with Greene Arc in 1988 and became a House Supervisor in 1990. Sandra's long-standing dedication to the organization, her knowledge of residential services, and her natural leadership abilities make her an ideal fit to carry the program forward.



< *Mary Keim*

*Sandra Ketcham* v



In addition to this leadership transition, we're thrilled to share that Greene Arc purchased another group home in May—further expanding our ability to provide high-quality, community-based living for individuals with intellectual and developmental disabilities. This newly renovated home will allow us to welcome more individuals into a supportive environment where they can thrive.



Our Residential Program continues to grow stronger because of the people behind it—those who live in our homes, those who support them daily, and those who lead with integrity and compassion. As we celebrate Mary's remarkable career and welcome Sandra into her new leadership role, we remain grateful for the solid foundation they've built and excited for the future of residential services at Greene Arc.

Please join us in welcoming Sandra as the new Residential Director and thanking Mary for her decades of service, wishing her a joyful and well-earned retirement.

**Travis Duncan**  
*Executive Director*



# A Note From Our Registered Nurse

**Choking is a major concern, not only for the general population, but for the individuals we serve at Greene Arc.**

Choking can happen to anyone, anywhere, at any age, and on any food or drink. It can even happen to our pets. All it takes is 4-6 minutes of deprived oxygen during choking to result in brain damage or death. There are ways to help prevent choking in the general population:

- Cut food into small pieces.
- Chew food slowly and thoroughly, especially with dentures.
- Don't laugh and talk while chewing and swallowing.
- Don't drink excessive alcohol before and during meals.
- For children, keep marbles, beads, thumbtacks, latex balloons, coins, and other small toys and objects out of reach.
- Prevent children from walking, running, or playing when they have food and toys in their mouth.
- Don't feed children (younger than age 4) foods that can easily get lodged in the throat.
- Prevent older siblings from giving a dangerous food or toy to a young child and supervise their mealtimes.

## The most commonly choked on foods are:

- Any items that are two different textures that when combined, can form a bolus that may block the trachea. (examples: peanut butter + soft bread, hot dog + bun, waffles + syrup, bread + honey)
- Round, slippery, and firm foods like whole grapes, cherry tomatoes
- Hard candy, round candies, and lollipops/suckers, gummy candy, and chewing gum
- Any nuts
- Raw vegetables and sometimes fruit, like apples, that are firm
- Most meats, due to texture.
- Any food that is dry, like crackers or wafers, and popcorn (due to texture and kernel fragments)

Did you know that individuals with Intellectual and Developmental Disabilities (IDD) are at greater risk for choking than the regular population? Problems with swallowing (dysphagia) and aspiration are

common for persons with developmental disabilities. Many of our individuals have Cerebral Palsy, which can affect the muscles in the neck, arms, and legs. Swallowing risks are highest for these individuals. The risk of difficulty with swallowing and aspiration increases with age in ALL persons, including those with IDD.

There are several identifying and mitigating risks associated with the individuals we serve:

- PICA—an eating disorder where a person compulsively eats things that aren't food and are without any nutritional value or purpose.
- Poorly fitting dentures or edentulous (missing teeth)
- Food stealing or gorging, or eating too quickly
- Laying down within 30 minutes of eating
- Impulse Control Disorders or other behaviors during eating
- Eating in vehicles (out of visual range of the direct support professionals)
- Lack of proper muscle control necessary to eat safely
- Those having significant cognitive impairment or vision problems.

## Warning signs to watch for:

- The individual coughs before, during, or after eating or drinking or has frequent throat clearing
- The individual eats slowly (requires extra time) or avoids certain foods
- The individual gets frequent upper respiratory infections or pneumonia
- The individual is aging or on multiple medications
- The individual has unexplained fevers

**RED FLAG  
WARNING**

## CLEARING THE AIRWAY OF AN UNCONCIOUS PERSON

- 1 Lower the person on his or her back onto the floor.
- 2 Clear the airway. If a blockage is visible at the back of the throat or high in the throat, reach a finger into the mouth and sweep out the cause of the blockage.

- 3 Begin cardiopulmonary resuscitation (CPR) if the object remains lodged and the person doesn't respond after you follow the procedure.



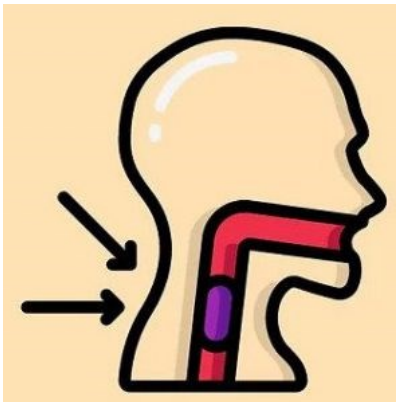
## A Note From Our Registered Nurse, Cont'd.

- The individual wheezes (without an asthma diagnosis)
- The individual has loss of appetite, dehydration, or unexplained weight loss
- The individual has drooling or leakage of liquids from the mouth after drinking.
- The individual has difficulty chewing and staff sees food or liquid remaining in the oral cavity after the swallow
- The individual complains of food “sticking” or complains of a “fullness” in the neck, or pain when swallowing
- The individual has changes in vocal quality (e.g., wet or gurgly sounding voice) during or after eating or drinking
- Determine if there is a recent change in condition or new diagnosis that could increase the risk of choking. (Such as CVA, Palsy, Parkinson’s Disease)
- Determine if there has been in a change in eating patterns or a change in ability to chew or swallow
- For those individuals meeting criteria, has a referral to a speech therapist or swallow evaluation been completed?
- Learn how to spot the red flags of choking
- Provide regular updates to all team members, noting any concerns or changes
- Identify the individual risk level and the amount and type of support needed. Be specific!
- Trust your instincts! If you think someone may be at risk, for whatever the reason, pass it along to team members.

### Assessments are critical to lessening risks!

- Follow choking prevention plans in place
- Determine if medications are contributing to risks, such as decreasing alertness or mental acuity, or impacting the ability to swallow (anticholinergics and antipsychotics)

**Jennifer Colbert**  
Registered Nurse



### SIGNS OF CHOKING

- Difficulty breathing
- Coughing
- Unable to talk
- Hands around neck/throat
- Squeaky sounds when trying to breathe
- Skin, lips and nails turning blue or gray
- Passing out

## CHOKING FIRST AID

DETERMINE IF THE VICTIM CAN CRY, SPEAK OR COUGH. IF NOT, SHOUT FOR SOMEONE TO CALL 911. IF YOU'RE THE ONLY RESCUER, PERFORM CHOKING FIRST AID BEFORE CALLING 911

### ADULT & CHILD – OVER 1 YEAR OLD

1

#### GIVE 5 BACK BLOWS



Bend victim forward to perform 5 quick upward blows between the victim's shoulder blades with the heel of your hand.

2

#### GIVE 5 ABDOMINAL THRUSTS



Stand behind the victim and wrap your arms around the waist. Place fist with thumb against person's abdomen just above the navel. Grab your fist with the other hand.

Quickly pull inward and upward.

Take the object out of his mouth only if you can see it. Never do a finger sweep unless you can see the object in the person's mouth.



#### FOR PREGNANT WOMEN

Apply chest thrusts instead of abdominal thrusts. Continue until the foreign object is expelled or they become unconscious.

### INFANT – UNDER 1 YEAR OLD

#### 1 GIVE 5 BACK BLOWS



Lay infant face down, along your forearm. Use your thigh or lap for support. Hold chest in your hand and jaw with your fingers. Point head downward, lower than body. Use the heel of your hand to give 5 quick, forceful back blows.

#### 2 5 CHEST THRUSTS



Turn infant face up. Use your thigh or lap for support. Support the head. Place 2 fingers on the middle of breastbone just below the nipples. Give up to 5 quick thrusts down, compressing the chest 1/3 to 1/2 the depth of the chest.

Repeat the back blows and chest thrusts if breathing doesn't resume. Call for emergency medical help. Begin infant CPR if one of these techniques opens the airway but the infant doesn't resume breathing.





# REGULATING THROUGH THE SEASONS: MANAGING EMOTIONS IN TRANSITION

Jessica Horton, MS, CPS, CPSS  
Director of Mental Health

As we move through the heart of summer and begin to inch toward fall, many of us feel the subtle (and sometimes not-so-subtle) shift in our emotions, energy, and routines. Whether it's changes in daylight, schedules, or even relationships, seasonal transitions can stir up feelings of anxiety, sadness, or restlessness.

Here's how we can support ourselves and others through these seasonal changes:

## UNDERSTAND SEASONAL TRIGGERS

Summer can bring more social pressure to "be happy," be outside, or attend events. By September, the days are already getting shorter, and routines shift with back-to-school or cooler weather. These changes can feel overwhelming, especially for individuals with a history of trauma, grief, or instability.

*Common emotional reactions during this time include:*



**Disrupted sleep**



**Lower motivation**



**Social withdrawal**



**Increased anxiety or irritability**



## TOOLS THAT HELP

**Mood Trackers** – Use a visual chart to notice emotional patterns.



**Sensory Grounding** – Encourage grounding through texture (warm blanket), scent (lavender lotion), or movement (slow stretching)

**Check-in Journals** – A short morning or evening prompt:

"TODAY I FELT \_\_\_\_ BECAUSE \_\_\_\_"



## FOCUS ON CONSISTENCY, NOT PERFECTION



*Routines can ground us.*

Routines encourage:

**A regular wake-up and sleep time**

**Daily wellness check-ins**  
(How am I feeling? What do I need today?)

**Weekly activities to look forward to**  
(groups, hobbies, or simple self-care)

Small consistent efforts help regulate the nervous system and make transitions feel less chaotic. Even simple rituals—like making tea in the morning or taking five minutes to breathe before bed—can create a sense of control and comfort. Over time, these daily anchors can become powerful tools for stability and self-awareness.

*Success  
Takes  
Consistency*



## COMMUNITY CONNECTION IS KEY

During transitions, connection helps buffer stress. Whether it's a group member asking someone to play a game, a Peer checking in, or a Drop-In activity that sparks laughter, these moments help individuals regulate.



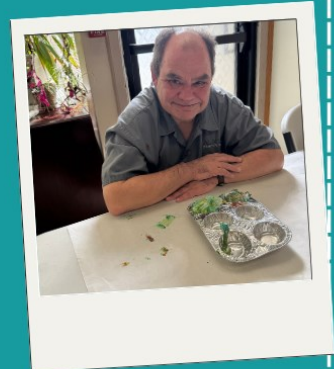
# Mental Health Program Highlights

## Shaving Cream & Self-Expression

Members of the Drop-In Center and Psychiatric Rehabilitation Program had a blast this spring learning a creative and colorful way to dye Easter eggs using shaving cream and food coloring.

This hands-on activity sparked laughter, curiosity, and connection as individuals swirled vibrant colors to create beautiful, marbled eggs. For many, it was a fun and relaxing opportunity to try something new while engaging in a sensory-friendly experience that encouraged self-expression and creativity.

Moments like these remind us that simple activities can bring joy, build confidence, and create meaningful memories.

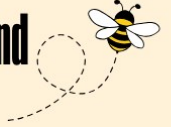




# Mental Health Program Highlights



## 2025 "Bee Kind to Your Mind" Wellness Conference



On May 14th, a total of 25 staff members and individuals from our Drop-In Center, Psychiatric Rehabilitation Program, and Peer Support Services attended the Community Supports Program 2025 Wellness Conference. The conference provided a meaningful opportunity for individuals to build confidence, express themselves, and connect in a positive, supportive environment.

Highlights of the day included visiting vendor booths, playing bingo, singing karaoke, enjoying delicious food, and socializing with peers from across the region. It was truly a day of fun, connection, and inspiration.

Our group proudly wore custom Stronger Together t-shirts—designed as a symbol of unity, strength, and hope. These shirts represent more than just team spirit; they serve as a reminder that we are all on this journey together—supporting one another, breaking stigma, and celebrating progress.

Everyone was reminded to wear their shirts proudly and to remember:  
**YOU ARE NOT ALONE!**



## Sweet Relief From The Heat

During the recent heatwave, members of the Drop-In Center and Psych Rehab program found a refreshing way to cool down—homemade snow cones! With colorful syrups and plenty of ice, this simple treat brought smiles and relief on a sweltering day. It was a fun way to beat the heat while creating a lighthearted moment of connection and comfort.







# Help Us Build Our Reading Library



We are currently seeking donations to help expand the reading libraries in both our Drop-In Center and Psychiatric Rehabilitation Program. We welcome books of all reading levels and genres—from inspiring stories and wellness guides to mysteries, biographies, and easy-read fiction. Our goal is to offer something for everyone, whether they're looking for quiet reflection or an engaging escape.

We are also collecting magazines that focus on wellness, hobbies, entertainment, and hands-on activities such as puzzles or crafts. Donations of gently used or new items are greatly appreciated and will support literacy, relaxation, and meaningful engagement for those we serve.

Donations can be dropped off at:  
49 South Washington Street, Suite 2, Waynesburg, PA 15370

If you have any questions or need to arrange drop off, please contact  
Jessica Horton, Director of Mental Health at 724-627-7079

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## Share Your Skills, Make a Difference

## VOLUNTEERS NEEDED

We're inviting community members, professionals, hobbyists, and creatives to volunteer their time and talents at the Drop-In Center! Whether it's teaching a skill, leading a hobby group, sharing your story, or guiding an interactive activity, we're looking for engaging, hands-on experiences that inspire and uplift the individuals we serve. Whether you're an artist, cook, coach, musician, or just someone who loves sharing your passion, we welcome you!



Some examples of desired topics include:

Art, crafts, or music

Wellness and self-care tips

Cooking demonstrations

Budgeting and life skills

Gardening, fitness, or mindfulness

Scrapbooking, Pottery or clay modeling

Sewing, crochet, or knitting

Photography, Jewelry Making



If you're passionate about something and want to give back, we'd love to hear from you!

Fill out our interest form: <https://forms.gle/x9TiFTiHvhcE7R8D8>



For questions or more information, please contact  
Jessica Horton, Director of Mental Health at 724-627-7079.





# A Note From Our Community Programs Director

## Exciting news for Community Programs!!!!

There will be a great opportunity happening in the Community Programs Department: a new membership with a program called ADEN, which is the American Dream Employment Network. ADEN is a solution-oriented administrative Employment Network (EN). They provide vocational rehabilitation professionals, American Job Centers and community rehabilitation agencies with an opportunity to be part of the Social Security Administration's (SSA) Ticket to Work Program through the delivery of high-quality services to Social Security disability beneficiaries.

One of the requirements to become an ADEN member is having WIP-C credentialing, which is the Work Incentives Planning and Utilization for Benefit Practitioners Certificate. Once I have attained this certificate by completing an intensive online course through Cornell University, I will be able to provide services through ADEN to help participants navigate

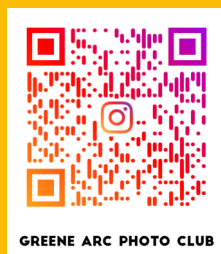
through Social Security rules and regulation on how unearned and earned income will affect their disability benefits.

Having this opportunity to help many participants that are wanting to either go back to work or are wanting to work for the first time while receiving disability benefits, I'll be able to ease their confidence how income will affect their benefits is very important and I'm super excited to be able to assist them in this process.

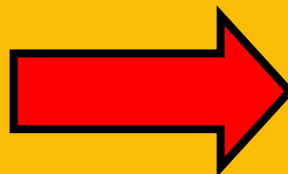
In addition, our main services that we provide in the Community Programs are Supported Employment, Supported Living and Representative Payee. We are always looking for opportunities to grow these programs, if you are interested or think someone can benefit from these programs please reach out and we will gladly provide more information.

**Patricia Arthur**  
*Community Programs Director*

## Opportunities To Connect With Us LIKE, FOLLOW & SHARE!

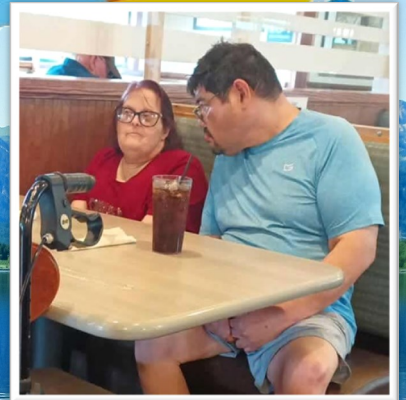


Hygiene and  
Cleaning





# VACATION





# SUMMER KICK-OFF!



**"Play is the brain's favorite way of learning"** —author unknown