

# **LIBERTY CENTRE SERVICES, INC.**

## **ANNUAL PERFORMANCE AND MANAGEMENT REPORT FISCAL YEAR 2020/2021**

*"LIBERTY CENTRE SERVICES IS DEDICATED TO ASSISTING ADULTS RECOVERING FROM MENTAL ILLNESS WITH REAL OPPORTUNITIES TO REBUILD THEIR LIVES".*

*IT IS OUR VISION THAT, "ALL PEOPLE WITH MENTAL ILLNESS WILL ACHIEVE THEIR POTENTIAL AND BE VIEWED AS AN ASSET TO THEIR COMMUNITY AND RESPECTED AS CO-WORKERS, NEIGHBORS, AND FRIENDS".*

Liberty Centre Services (LCS) is an internationally dually accredited organization that serves individuals 19 years and older recovering from mental illness. Liberty Centre received a 3-year accreditation from CARF International and Clubhouse International in September 2018. The new accreditation process will be in the Fall of 2021. Liberty Centre is unique in Nebraska because of its use of SAMSHA's Evidence-Based Practice of the Clubhouse Model of Psychosocial Rehabilitation. LCS is the only organization currently accredited in Nebraska to use this model. This vibrant organization has had a presence in the Norfolk community for over 30 years.

This organization is more than a rehabilitation program. At Liberty Centre recovery is a reality not just a distant dream! Members are surrounded by an environment that identifies each person's strengths and through the cultivation of those strengths, the member's weaknesses simultaneously become less apparent. This occurs very naturally with peer support playing a key role. The skills and confidence gained through this experience translate seamlessly to the community. Most persons served live independently in Norfolk or in surrounding communities in northeast Nebraska.

Knowing that an individual with mental illness can recover and lead a fulfilling life, continues to fuel our commitment to keep supports flexible enough to meet their changing needs. Receiving the correct level and type of support is essential in maintaining a greater quality of life.

In addition to connecting members with community resources, LCS has developed an array of services that are available to help meet each person's individual needs. Services include assistance in accessing and maintaining employment, housing, educational opportunities, transportation and social networks, as well as health and medication management support.

Liberty Centre Services Inc. manages Park Place Residential Group Home, Community Support Mental Health/Substance Abuse, Intensive Community Services, Recovery Support Mental Health/Substance Abuse, Emergency

Community Support, Medication Management Support Program, Liberty Centre Clubhouse, Willow Park I and II Apartments and Chestnut Park I and II Apartments.

Liberty Centre Services has built and maintained strong partnerships not only with the Norfolk community and employers but also on the state and national levels. Volunteers from the community along with members of Liberty Centre serve on our Board of Directors. Over the years the board has been visionary in planning for the development and enhancement of services provided by our organization.

Liberty Centre continues to be involved in the development of certified clubhouses nationally. We are strongly committed to increasing opportunities for individuals with mental illness to receive quality and affordable services not only locally but also across the United States.

As a result of the opportunities that are available through the community and Liberty Centre Services, individuals are maintaining their own homes, making friends, returning to school, becoming employed, paying taxes, and making significant contributions to their community.

This year there were 364 individuals that used at least one of the services that are available through Liberty Centre Services.

Liberty Centre Services participated in the 2021 Norfolk Area Big Give. This is a community-wide fundraising effort for non-profit organizations sponsored by the Philanthropy Council of Northeast Nebraska. As a part of the Big Give, we held our annual "Hope Floats" traveling root beer float stands. We raised \$4759 through our participation in the Big Give event. The planning for the annual color run is underway. The date of this year's 10K & 5K Color your Recovery run/walk is September 25, 2021.

Liberty Centre has been adjusting service delivery according to the health department and CDC recommendations due to COVID concerns. We will continue to monitor and adjust as needed.

### **The Clubhouse**

The Clubhouse is purposely focused on work. The work of the Clubhouse is divided among departments or units. Each unit is responsible for an integral part of the functioning of the organization. Staff and members work side by side to accomplish the work. In the process, members not only brush up on their skills and learn new skills; they are continually communicating and interacting with their peers creating a natural network of support. This often results in increased self-confidence, a sense of belonging, along with a strong feeling of accomplishment, ownership and pride.

During this fiscal year Liberty Center Clubhouse served 95 individuals in the Clubhouse. As a complement to the day program, an evening and weekend program provides the opportunity for individuals to socialize and increase their relationship building skills. There were 64 individuals that took part in the social recreation program this year. Due to COVID concerns the social recreation activities were suspended after March 2020. However, to create opportunities for members to connect with each other, the clubhouse implemented a social zoom meeting five evenings a week. As the clubhouse started to have in person services available again and started having some in person social recreation activities, the zoom meetings were held twice a week. The Clubhouse recognizes the importance of members having reliable transportation to work, doctor appointments, pharmacies, meetings, to and from Liberty Centre and various other community activities. Liberty Centre will work with other transportation resources to ensure member transportation needs are addressed.

The main goal of Liberty Centre is to provide opportunities to individuals with mental illness that assist them in taking steps to regain their lives and minimize the number of psychiatric hospitalizations they experience. There were 99% of individuals receiving case management services that did not experience any psychiatric hospitalizations.

Members engage in many educational presentations in area colleges, and high schools on a regular basis. These events have significantly impacted the students as well as creating a feeling of empowerment to the members. Members have voiced their appreciation for the opportunity to have an active role in changing the stigmatizing image many students may have of people with mental illness.

### **Member Bank**

The Clubhouse recognized a need for a number of members regarding financial management. In response to that need a member bank was created in the Clubhouse. The function of the bank is to provide assistance to members who wish to have help with budgeting and payment of bills. The Clubhouse also has a loan program that was made possible by a community fundraiser. These funds are loaned to assist members in the transitioning process. This could mean buying clothes for a new job or paying deposits and/or utilities for an apartment. It has also been used to purchase medication while awaiting Medicaid or insurance coverage. The flexibility of this fund has greatly benefited the members.

### **Employment Services**

SAMHSA has named supported employment delivered through an organization certified by Clubhouse International as an evidenced based practice. LCS strongly believes in encouraging individuals to regain control of their lives and achieve independence. Liberty Centre's Supported Employment Program helps accomplish this by providing an opportunity for all members to gain employment within the community. LCS provides individual assistance in finding a job to

match the individual's skills and interest, and then provides on the job training and support as needed for that individual. In-house employment meetings were held twice a month during the year. The purpose of these meetings was to create a culture of expectation and interest in employment. Employment dinners were held quarterly; creating an opportunity for members to learn skills they can apply to their existing employment experience. Current placements will be nurtured, and new placements will continue to be developed in the next fiscal year. There were 82 different individuals employed during this fiscal year. That represents 96% of the individuals under the age of 65 that participated in the Clubhouse received employment services

Nebraska VR entered into an "Order of Selection" on December 13, 2017. A State vocational rehabilitation (VR) agency is required to implement an order of selection when it anticipates that it will not have sufficient fiscal and/or personnel resources to fully serve all eligible individuals. Under an order of selection, priority is determined during the eligibility process based on how significantly a disability impacts a consumer's ability to work and Nebraska VR may maintain a wait list. Individuals with the most significant disabilities are selected first to receive vocational rehabilitation services.

Under "Order of Selection" individuals are placed in one of three priority groups. The most severely disabled have substantial limitations in two functional areas and are categorized as Priority 1 placements. In December 2017, Nebraska VR determined they had the available funds to serve existing clientele only, plus new Priority Group 1 individuals who applied for their program. Initially, the order of selection had no impact on VR funding for Liberty Centre, as members were determined to be Priority 1's. That changed in April 2018, when Nebraska VR determined they had to close ALL priority groups and serve only those consumers with a VR plan currently in place. The Nebraska Department of Health and Human Services – Division of Behavioral Health (NDHHS-DBH) stepped in and agreed to fund Supported Employment services for Priority 1 individuals only.

VR funding was anticipated to resume October 1, 2018. It wasn't until May 3<sup>rd</sup>, 2021, nearly three years later however, when Nebraska VR submitted to the Rehabilitation Services Administration (RSA) an amended VR services portion of the Combined State Plan, to formally open Priority Group I, of which Liberty Centre members qualify. RSA reviewed Nebraska VR's amended State Plan and notified the agency that the amendments had been approved. Nebraska VR was authorized to move forward with the opening of its Priority Group I. In summary, and in accordance with the Nebraska VR portion of the State Plan, the agency's "Order of Selection" (OOS) now reads: Priority Group 1: no wait list, effective July 13<sup>th</sup>, 2021.

Closing the wait list for Priority 1 individuals was an important step toward resumed VR funding. However, on October 1<sup>st</sup>, 2019, Nebraska VR required all members in Supported Employment to complete a Benefits Orientation and a

Benefits Assessment prior to the written IPE (Individualized Plan for Employment). The process can take up to three months because Nebraska VR only does part of it in-house; the rest is outsourced to Easter Seals or Goodwill. Milestone payments are not authorized until the IPE is written. This new process results in significant delays in services as consumers are not eligible to receive VR services until completion of the Benefits Assessment.

Furthermore, Vocational Rehabilitation requested that LCS provide more Supported Employment than in previous years. Nebraska VR now states they cannot use federal funds for Transitional Employment. Much of our employment program during the last few years focused on Transitional Employment. We have begun serving more individuals in Supported Employment, but the process has been gradual and not something we can implement overnight.

### **Wellness**

Liberty Centre recognized the fact that mental health can greatly affect physical health, and that physical health can also affect mental health. The purpose of the wellness program is to provide educational opportunities to members to learn how to achieve a healthier lifestyle. Liberty Centre provided nutritional and exercise education, as well as many peer led presentations and discussions.

### **Supported Education**

Liberty Centre partnered with Northeast Community College to provide opportunities for members to further their educational goals. Liberty Centre recognizes that education is the best avenue to gain independence and an improved quality of life. Liberty Centre will continue to provide transportation to members pursuing educational opportunities.

### **Management Agent**

Safe and affordable housing is another key for individuals to successfully achieve independence. LCS has addressed the independent housing needs of its members by applying for and receiving four housing grants from HUD to build 46 independent living apartments. There were 16 new housing applications for LCS apartments received during this year and there were 49 individuals that lived in Liberty Centre apartments.

LCS continues to serve as the management agent for Willow Park I and II and Chestnut Park I and II Apartments in Norfolk.

The Housing Manager and /or Housing Staff meet monthly with tenants of all the apartment complexes. This provides an opportunity for review of expectations of tenants, polices and any concerns or input from tenants.

A waiting list that meets HUD guidelines and regulations is maintained. As of June 30, 2021, there were 47 individuals were on the waiting list for Liberty Centre Apartments.

### **Residential Rehabilitation**

The Park Place Residential Program is a home that is designed to assist persons with a serious mental illness to establish the skills needed to live in the community. Park Place is a 24-hour staffed home where residents receive room and board, medication management support and independent living skills education. Park Place is operated in a manner where residents take an active role in their own rehabilitation.

Park Place served 20 individuals this year. Out of the residents receiving services through Park Place, 95% did not experience a psychiatric hospitalization. Park Place served an additional 16 individuals in respite care.

### **Community Support Services**

There are countless individuals in the community that are not involved in the Clubhouse or other behavioral health programs that need community support services to help reduce the chance of relapse and hospitalization. The Crisis Prevention Program is available to help meet that need. This program offers a comprehensive team approach to ensure adequate support and services are available to adults with mental illness. Then we work with each individual to help identify their goals and aspirations and to create a roadmap of recovery. This year we offered six types of community support: Community Support Mental Health Services, Community Support Substance Use Services, Intensive Community Services, Emergency Community Support Rapid Response, Recovery Support Mental Health Services and Recovery Support Substance Use Services. Support is offered 24 hours a day so that individuals can live an enriching life outside of the hospital. There were 86% of consumers served through community support that did not experience a psychiatric hospitalization. Community support services are customized according to the individual's needs. These services may include assistance with transportation, medication support, finances, residential support, leisure activities, illness education, symptom management, and assistance with basic needs such as food, clothing, and shelter. The unduplicated number of persons served in all community support services was 336.

### **Barriers to Services**

Heritage Health has now operated with three Managed Care Organizations managing Nebraska's Medicaid healthcare, including behavioral health services. Community Support, Day Rehabilitation and Psychiatric Residential Rehabilitation are the services which LCS contracts with each of the Managed Care Organizations (MCO's). For Medicaid clients, MCO reduction of authorizations/funding for persons served can at times be a barrier to support or rehabilitation services that have and could continue to reduce utilization of a

higher-level services. Similar to chronic physical health conditions and illnesses, mental illness prognosis and quality of life requires ongoing services and supports that are individualized and accessible.

LCS makes every attempt to develop and access funding for services needed by persons served. Region 4 Behavioral Health and the State Division of Behavioral Health contract with LCS to provide support services. LCS uses these funds when MCO's will not continue funding and a person is still in need of rehabilitation and/or support to manage their symptoms.

Even with all the attempts to limit funding related barriers to services there continue to be persons unable to access long-term support services necessary to maintain their mental health and quality of life.

The COVID pandemic also created many barriers to services. Service delivery had to change and change quickly. Most services were delivered virtually during this time. In the clubhouse the list of members was divided among staff and members were outreached daily. To ensure members did not experience food insecurity, the clubhouse delivered daily breakfast and lunch to members homes. In accordance with the recommendations of the CDC and the local health department, Liberty Centre Services slowly, in stages reopened the onsite and in person services. Liberty Centre will continue to monitor the CDC recommendations and Elkhorn Valley Public Health Department recommendations concerning COVID 19 precautions to help ensure the safety of our members and staff.

#### **Region 4 Audits**

Region 4 Audits were conducted by the Region on all services purchased from Region 4. There were no concerns from these audits. Audits are filed onsite.

#### **Bonded Employees:**

All employees who handle money are bonded through Insurance Associates, a local insurance agency.

#### **Receivables and Payables**

Receivables are recorded by the person retrieving them from the mail and a copy is made. All deposits are counted by two people in the unit where the income is collected and then is counted again by two people outside that unit. A completed voucher is required prior to a check being dispersed. The expense(s) listed on the voucher must be coded, reviewed by the Associate Director and then reviewed and approved by the Executive Director. Two signatures are required on all checks. There is a clear division of duties between the persons managing and dispersing funds and those reconciling the bank accounts monthly.

#### **Quality Review**

A quality review is conducted quarterly on a representative number of consumer files. Any deficiencies found are corrected by the appropriate staff and are sign off by their supervisor.

### **Internet Usage**

Staff and members receive training regarding the types of computer usage that is allowed within the LCS organization. Review of policies regarding computer and internet usage is included in staff and member training. Staff and members sign “Internet Usage Policy Acknowledgment” forms to show that they are aware of the policies, and they are willing to do what is required to be in compliance with them when using the computers.

### **Electronic Record**

InSync, an EMR software, was purchase and implemented in all LCS programs. Trainings occurred throughout the organization.

### **Security**

Security cameras are in all three areas (Business Unit, Snack Bar and the Member Bank Area) where money is handled. Security cameras are also located above the front and back doors on the outside of the building. Two additional security cameras were recently added. One was installed in the outdoor smoke building and one in the dining room. The purpose is not only to detect unlawful activity, but more importantly protect vulnerable members from being taken advantage of, bullied or coerced. Security cameras are also located at CPP and at Park Place.

### **Fiscal Management**

The preliminary budget was reviewed by the committee. Anita reviewed with the committee additional revenue sources in the FY 21/22 budget. Revenues will be monitored closely monthly by the programs to assist in meeting the revenue targets for the new fiscal year. Also discussed was the updated salary schedule/grid for LCS new hires and existing employees. The FY 2021/2022 budget includes the “right sized employee wages” for existing LCS employees, excluding the Executive Director, Associate Director and Clinical Director. A 2% increase for employees after the “right sized wages” is included as well. If revenue targets are met and the financial picture looks good for LCS, the Board will review possible bonuses for employees near the fiscal year end. This will hopefully incentivize employees to be engaged in meeting revenue targets. The committee will recommend approval of this preliminary budget to the full Board with the following revisions, 1) change LCS retirement match back to the original employer match of 4.5% and update the insurance line item with the below approved amounts. The new salary schedule and Executive Director’s salary were approved with the preliminary budget.

**LCS, Inc. Insurance Package** (Property, General & Professional Liability, Auto, Umbrella, Workers Compensation and Directors & Officers).

Quotes from Nationwide Insurance (Harleysville is the subsidiary for the behavioral health market for Nationwide) for the property, vehicle and liability lines for our agency for FY 2021/2022 were reviewed. USLI provided a quote for the Director's and Officer's insurance. The committee will recommend to the full Board of Directors to approve the quotes from Nationwide and USLI. The committee will also recommend continuing to self-insure the collision portion of the auto insurance to save expenses. The policies will continue to have a 2% deductible for wind/hail claims on the properties at 900 E. Norfolk Avenue and 808 W. Park Avenue. The committee will recommend the Board approve renewal of First Dakota for the worker's compensation insurance. The committee discussed the two options for the cyber liability policy, Travelers and Cowbell. The committee will recommend the approval of the cyber liability insurance Cowbell effective 7/1/2021. The total premium package for FY 2021/2022 will be \$53,912.00.

### **Employee Assistance Program**

Our agency contract for our employee assistance program is with "Directions EAP". The cost will increase to \$50.00 per employee per year. Our agency employee utilization continues to be good. The new contract will be for the fiscal year (July 1, 2021, to June 30, 2022). The contract will reduce to 44 employees. The finance committee will recommend approval of the contract.

### **Employee Health Insurance**

No changes will be made at this time to the employee health insurance. Changes were made January 1, 2021. Renewal for the health insurance contract will be on the calendar year January 1, 2022.

### **Employee Life and LTD**

The committee recommends continuing to offer the employee life and LTD benefit for employees through Mutual of Omaha. The premium rates will remain the same for FY 2021/2022, other than the change in ages of employees in the age rating categories. Employees can continue to elect voluntary life insurance in addition to the individual life, which is one times the salary that is paid by LCS, Inc. We have had good participation in this additional voluntary life option.

### **Employee Wellness Benefit**

The committee discussed the employee wellness benefit. The benefit will remain the same as last fiscal year; employees will receive \$200.00 (Full Time & Reg. Part Time)/\$100.00 (Part Time) for a wellness stipend.

### **"Relias" Employee Training**

Currently all employees of LCS, Inc. are using the “Relias” learning management system for majority of our agency training. There will be a 4% increase in costs for FY 2021/2022, increasing the per employee cost from \$177.38 to \$184.58 per year. The committee recommends approval of this contract.

### **McMill Advisors Accounting Fees**

The proposal from McMill Advisors for accounting services for FY 2021/2022 was reviewed. There is a 3% increase in fees. The committee recommends approval of these fees.

### **Funds with Ameriprise Financial**

The committee discussed the funds that are currently held at Ameriprise Financial. These were previously held in certificate of deposits. Due to the extremely low interest rates, it was decided not to renew the certificate of deposits and research other options. Darrin Deichmann, Ameriprise Financial, would like the Board to determine their risk level for these funds. Several bond options were also discussed. The committee decided to have Anita email the complete May 2021 Calm Water statement to the Board to review prior to the meeting to help determine how these funds are diversified and how conservative we should be with the Ameriprise funds. This item was tabled until the full board meeting.

### **Year-end expenditures for FY 2020/2021**

Flooring and painting proposals for the Clubhouse were reviewed by the committee. The committee will recommend approval of the Painting Embellishments proposal for painting and the Karpet Shop proposal for the carpet replacement. It was decided to wait on the replacement of the other flooring at the Clubhouse (tile areas) until a later date. Funds for the painting and carpet replacement will be earmarked out of this fiscal year financials to a commitment line item, to be used when the projects can be scheduled.

Bids for concrete work at Park Place were also reviewed. It was decided to go with the low bid from M & B Quality Concrete for this work. This bid is \$2300.00 which is under the amount needed for Board approval.

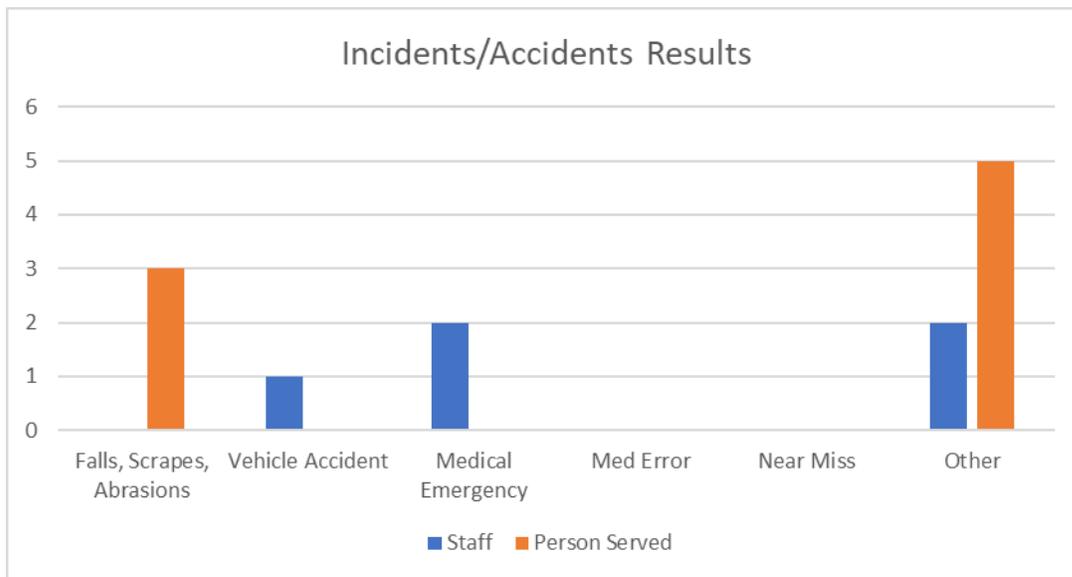
### **Corporate Compliance:**

No reports of non-compliance were filed this fiscal year. Bev Ferguson continues to serve as LCS Corporate Compliance officer. There were no grievances filed this year. The LCS grievance process and location of grievance reporting forms continue to be a part of both member and staff orientation. Grievance policies and forms are posted at all LCS programs

## **Incident and Accident Reports**

During the fiscal year of 2020-2021, there were three incidents of falls, scrapes or abrasions, one vehicle accident, two medical emergencies, zero medication errors, zero near miss incidents, two minor injuries, one blood exposure and a resident at Park Place was briefly unattended. There were no incidents or accidents reported from visitors at any LCS owned building this fiscal year.

Incidents and accidents are reviewed by the Safety Committee on a quarterly basis. When warranted, discussions are held to develop plans to help prevent future incidents and accidents. Staff continue to receive on-line driver's education and/or trainings at least once per year. When mopping floors, wet floor signs continue to be used. These signs should also be placed in areas when floors become wet due to precipitation tracked into the building from outside. Direct service staff who handle or assist consumers with medications will continue to be certified as medication aides. The staff will receive training of medical emergencies through Relias. The staff will continue to receive driver's education and are asked to use extreme caution when driving.



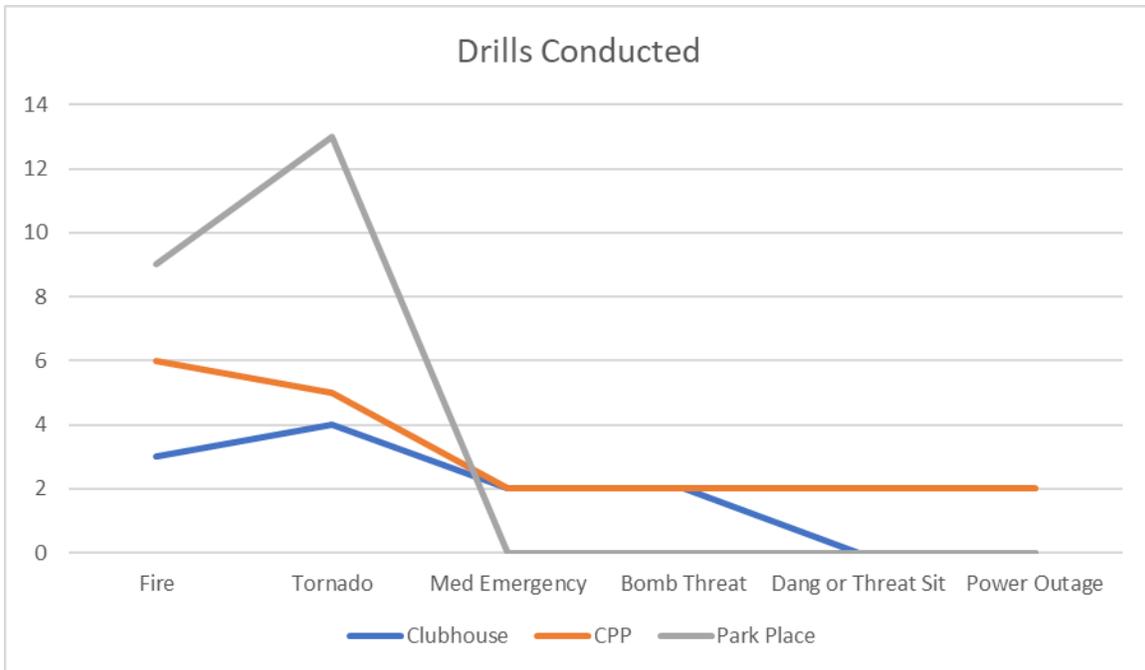
Actions for improvement ideas: Some ways to help prevent future incidents from occurring include the following: (1) continue to use wet floor signs, (2) continued driver's training and educational opportunities when available, (3) when icy conditions apply, use deicer or salt on the ground to help melt the ice faster, and (4) encourage individuals to watch where they are walking to help prevent falls and trips from occurring. To help prevent falls on icy sidewalks/parking lots, gravel may be used as well. Employees are asked to notify their supervisor or a co-worker when they will be meeting alone with a consumer. As a precautionary step, there should always be a minimum of two staff in any Liberty Centre building if person served are present, except for the overnight shift at Park Place.

## **Drills**

Liberty Centre Services programs conduct quarterly drills to inform persons served and staff of the proper procedures to use when and if a disaster occurs. This fiscal year, fire and tornado drills were held at each location. Each location should perform at least 4 fire and tornado drills at each location and during each shift at Park Place. This fiscal year the clubhouse completed 3 fire and 4 tornado drills. Park Place conducted 10 fire drills and 13 tornado drills. CPP performed 5 fire and 5 tornado drills. Bomb threat and medical emergency drills were performed at CPP and the clubhouse. CPP performed dangerous or threatening situation drills, and power outage drills. Safety committee members from each LCS site will conduct drills as required by the policy. Drills will be conducted more often, when it is determined there is a need for a better understanding of the process. Fire and tornado drills noted the following problems this fiscal year: (1) residents needed prompting at Park Place on how to protect themselves during tornado drill, (2) residents were encouraged to participate in drills right away instead of waiting till they were not busy, (3) resident at Park Place needed prompting to participate in drill as they did not hear the drill being announced. Concerns will be addressed in meetings with staff and persons served as needed.

When drills are conducted, a reminder will be announced to use the nearest exit. Bomb threat drill reviews are conducted on the Relias Training System annually for staff. Bomb threat drills may be conducted at the discretion of the program. Safety tours are held annually and required for all staff. Persons served are encouraged to participate in safety tours and drills. Each new person served, and new staff will receive a safety tour during their orientation period. Staff are required to read the safety manual as part of their orientation. When safety policies are updated or created, they will be added to the safety manuals and the outdated policy will be removed. The updated or new policy will be uploaded into Relias for staff to review. New or revised policies will be reviewed, during program meetings, at the clubhouse to keep persons served informed.

LCS serves as the management agent for Willow Park I & II Apartments and Chestnut Park I & II Apartments. These sites conduct fire and tornado drills, when necessary, to inform residents of life saving actions to take if a fire or tornado would occur.



### **Critical Incidents**

There were no critical incidents reported this year.

### **Additional Safety Topics**

Direct service staff entering employment with Liberty Centre Services are trained in First Aid and CPR. Throughout the year, staff receive additional training and/or review of these trainings through the Relias Training System or through a drill conducted by a member of the Safety Committee.

Safety meetings are held quarterly at minimum. The Safety Committee may hold additional meetings if needed. Meetings are held at the clubhouse and attendance is encouraged from persons served and staff. At least one representative from each LCS site is encouraged to be at the quarterly safety meetings.

Self-inspections are to be held at least twice a year at each LCS location. Inspections were completed as required at all LCS programs. There were no major issues reported on any of the inspections this year, so no action plans were required.

Fire extinguishers at all Liberty Centre Services sites and those kept in vehicles, are inspected monthly to ensure they are in working order. The fire protection company inspects the extinguishers annually. During the year, fire extinguishers are serviced if they are not in working order.

The AED is also checked monthly to ensure the batteries are charged.

Outside inspections may include electrical, food service, fire marshal, plumbing, etc. These inspections are held annually at the clubhouse. When outside inspectors identify problems or concerns during the inspections, they are discussed during safety meetings and are corrected in a timely manner. The Fire Marshall conducts a walk-through review annually at each LCS site.

The trends this year were related to falls. The number of incidents declined from the previous years. Staff and persons served will continue to be encouraged to prevent falling accidents by using appropriate equipment (walker or cane), using salt/deicer in winter months when it is icy, and using handrails when available. When working in areas where the floors may be slippery, such as a kitchen, individuals will be encouraged to wear slip resistant shoes. LCS locations will continue to use salt and/or gravel in parking areas to help prevent falls.

Relias Trainings are offered throughout the year on various topics. The topics may include Emergency Preparedness, Fire Safety, Environmental Safety in the Workplace, Rules of the Road – Driving Safety, Winter Driving, Bomb Threat, Dangerous or Threatening Situations, Emergency Disaster Plan for each Liberty Centre Services site, Fire Extinguisher Safety, and Tornado Safety.

### **Future Education and Training Ideas**

Safety Committee team members will offer additional trainings or overviews of safety related trainings they have attended, to ensure staff and members are adequately informed.

### **Advocacy Efforts**

Liberty Centre Services, Inc. is actively involved in local, regional, state, national, and international organizations with the intent of staying abreast of trends and opportunities to improve and or increase our services.

### **International**

Clubhouse International  
Clubhouse International Advisory Board

### **National**

### **State**

Nebraska Association of Behavioral Health Organizations  
Vocational Rehabilitation Services

### **Regional**

Mental Health Advisory Board for Region 4 Behavioral Health System  
Philanthropy Council of Northeast Nebraska, Chairman

**Local**

Parent to Parent Board of Directors  
Governmental Affairs Council  
Housing Council  
Norfolk Ambassadors  
Rotary & Kiwanis Service Clubs  
Human Resources Council  
Habitat for Humanity Board of Directors  
Families and Children's Coalition

**Community Events**

Radio Talk Shows  
Newspaper interviews  
Color Your Recovery 5K  
Norfolk Area Big Give  
Educational Presentations for:  
    Wayne State College  
    Northeast Community College  
    Norfolk Public School  
    Service Clubs