

*Occupational Training
Center*

The OTC

Inspiring Growth



*Using the power of vocational
training to transform lives*

2008 OTC Annual Report

OUR MESSAGE 2008

It is our pleasure to present the 2008 annual report of the Occupational Training Center of Burlington County (OTC).

In 2008, the OTC served approximately 800 individuals with disabilities. The diversity of the OTC programming has never been better. In 2008, workers were trained in a variety of jobs including food services recycling, custodial services, grounds maintenance, benchwork assembly and many others. For those enrolled in one of our five Adult Training Centers, we offered training in daily living skills and provided community inclusion programming. Supported Employment services were provided to individuals with disabilities placed into competitive employment.

HIGHLIGHTS OF 2008

Our major accomplishment for the year was completion of the beautiful Patricia A. Leuliette Group Home for five men with disabilities. The home, which was new construction, has state of the art architectural features specific to a barrier free environment.

Another high point for 2008 was a 29 percent reduction in the net cost of the County/OTC Regional Recycling Program. Due to the exceptionally high prices received for recyclables, the monthly per household cost of the program dropped from \$1.99 in 2007 to \$1.41 in 2008. The Burlington County Regional Recycling Program, serving all 40 Burlington County municipalities, remains an outstanding example of how shared services can save millions of taxpayer's dollars. More than 100 individuals with disabilities were provided with training and employment in the OTC Recycling Division.


Substantial space was added to our Fort Dix base-wide janitorial contract. One new 168,000 square foot building, housing all reserve units, required an additional janitorial staff of 8 individuals with disabilities.

In 2008, we also added the National Guard complex at McGuire Air Force Base and the Cherry Hill Department of Transportation; both of which are state set-aside contracts.

In 2008 we opened the South Jersey Rehabilitation Center, a physical rehabilitation program, located in a building owned by the OTC and shared by an adult training center. Sited in Marlton, the center's patient base continues to expand.

Sincerely,


Clarence E. Cyrus, President, Board of Trustees


Joseph S. Bender, Executive Director/CEO

OTC BOARD OF TRUSTEES

The Mission of the Occupational Training Center of Burlington County is to assist individuals with disabilities in reaching their maximum potential.”

To that end, the focus has remained constant. While the future will certainly bring social, economic political and scientific changes, the basic dedication and desire to help individuals with disabilities enjoy life more fully as citizens of their community will continue to be the driving force behind the efforts of the Occupational Training Center of Burlington County.

Clarence E. Cyrus- President
Marion C. Fleck- Vice President
Robert R. Bankard-Treasurer
Geraldine D. Zarkos- Secretary
Joseph S. Bender-Executive Director
Patricia W. Leuliette
Clifford H. Anderson
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James W. Cottingham
Kathleen Wright
Donald I. Bryan
Sherrell Fitts
Robert J. LaPalomento
Robert Sobeck

*Joseph S. Bender, Executive Director
Clarence E. Cyrus, President*



Karen L. Elliott, Director of Professional Services

VOCATIONAL REHABILITATION

During the **Vocational Evaluation** a person's skill and abilities are assessed at a work site, such as recycling, janitorial, food services, clerical or benchwork. Individuals who continue in program work with a vocational case manager to develop a plan to assist the trainee in reaching a specific vocational goal. This past year, 519 individuals with disabilities were evaluated and trained through the OTC's vocational rehabilitation services.

The OTC's **Crew Labor Program** provides mobile work crews to area businesses. More than 50 people with disabilities participated in 2008 performing various custodial, litter abatement and lawn-care services throughout the region.

In **Supported Employment** emphasis is placed in assessing a person's individual skills, abilities, interests, attitudes and goals in order to find an appropriate job match. Job coaching and ongoing support services are provided to assist that person in being successful. More than 38 individuals received placement services during 2008, earning an average hourly wage of \$8.94 and working an average of 30 hours per week.

Our five **Adult Training Centers** help integrate people with disabilities into the community through recreational and paid or volunteer activities. In 2008, the OTC assisted more than 146 individuals in developing their personal skills, practicing good health and hygiene and building work habits. Our Special Needs Program provides nursing and occupational therapy services to individuals with severe physical disabilities.

In June, the OTC celebrated the opening of the **Patricia W. Leuliette Home**. Located in Springfield township this newly constructed 2,500 sq. foot facility is home to five adults with developmental disabilities. Around the clock staffing helps to provide a real home environment while encouraging personal growth.

In 2008 the O.T.C. provided forty-nine **Eligibility Assessments** for the New Jersey Transit's Access Link. This system helps workers get to their jobs more easily by providing transportation services to individuals who cannot access the regular transit system.



Jeff Haines, Assistant Director

Government Contracts

Work Programs and Government Contracts

Bench Assembly provides vocational training in the form of simple assembly and is one of the key areas of occupational training at the OTC. This past year, 176 individuals participated in this program which includes **packaging, production and fulfillment**. Bench Assembly operates out of the main OTC facility in Mt. Holly.

In addition, the OTC has 294 client positions in community based programs such as the federal and state janitorial and foodservice programs which are located throughout Burlington, Camden, Monmouth and Mercer Counties.

Federal Janitorial and Foodservice contracts are secured under the Javits-Wagner-O'Day program. This program allows people with disabilities to choose from a variety of work opportunities provided through federal government contracts. Wages are based on federal wage determination rates and workers on average currently earn \$11.08 per hour with a potential for hourly earning at a rate of \$13.12. In addition, workers are provided with Health and Welfare benefits of \$3.24 for each hour worked. Federal contracts include 31 foodservice positions at McGuire AFB and 73 janitorial positions at McGuire AFB and Ft. Dix Military Base.

OTC contracts with the **State of New Jersey** provide full custodial services at various government buildings in Trenton employing 75 OTC workers who clean more than one million square feet of office space daily at a number of buildings including the Hughes Justice Complex and Fitch Plaza.

Contracts for janitorial services extend into Monmouth County where the OTC provides services for the **Upper Freehold School District**.

Average Annual Federal Wages

McGuire Food Service	\$10.25
Ft. Dix Janitorial	\$9.96
McGuire Janitorial	\$11.67
McGuire Recycling	\$16.43
Trenton Fed Court House	\$13.14
Camden Fed Court House	\$11.97
GSA Clerical	\$14.03

(not including mandatory fringe benefits of \$3.24/hr)

Isaac Manning, Director of Recycling Services

RECYCLING

The **Recycling Division** continues to serve as one of the most innovative recycling programs in the nation. The program addresses the environmental needs of Burlington County and provides individuals with disabilities bon-a-fide job opportunities that afford a great sense of accomplishment and pride. The Recycling Division employs more than 65 individuals with disabilities to collect and process recyclables.

Burlington County Regional Recycling Program. During 2008 the OTC Recycling Division processed over 49,750 tons of recyclable materials which includes paper, glass, plastic and metal containers. A fleet of 27 recycling trucks are dispatched daily to collect recyclables from approximately 161,000 households including single-family and multi-family dwellings throughout Burlington County.

The OTC provided this service to Burlington County at an annual cost of only \$17 per household, which is not only the lowest cost for recycling services in New Jersey, ***it represents a 29% decrease compared to the prior year.***

Burlington County Material Recovery Complex. As part of the recycling agreement with Burlington County, the OTC recycles bulky materials at the County's Resource Recovery Complex located in Mansfield Twp, NJ. In 2008, this program recycled 682,000 pounds of tires, 935,500 pounds of scrap metal and over 2,878,000 million pounds of wood waste. In 2008, the county expanded the OTC's recycling agreement to include carpeting and drywall and recycled 92,000 and 340,000 pounds respectively.

New Jersey State Recycling – Mercer County In October 2007 the OTC acquired a contract to provide recycling services to all NJ State facilities located in Mercer County. This year, approximately 1,700 tons of recyclables were collected and processed from 90 facilities providing new work opportunities for individuals with disabilities.

McGuire Air Force/Ft. Dix Army Base Recycling. OTC collected approximately 2,418 tons of recyclables from McGuire AFB and Ft. Dix Military Installation. The recycling facility located on McGuire AFB processes paper, food and beverage containers, scrap metal and tires.

In 2008 Burlington County's Recycling Program helped preserve our natural resources while diverting over 112.6 million pounds of materials from local landfills.

Historical Data Update: BURLINGTON COUNTY RECYCLING PROGRAM



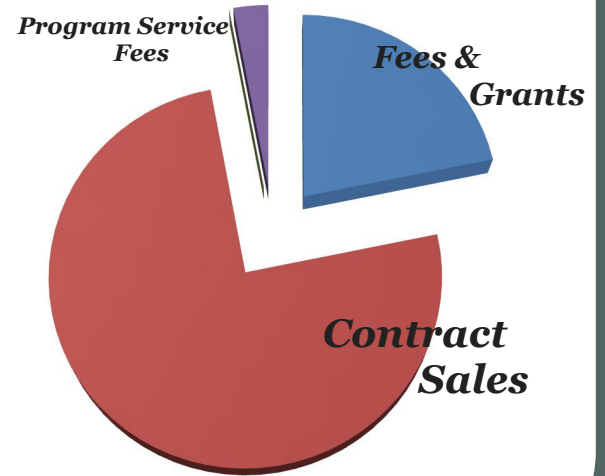
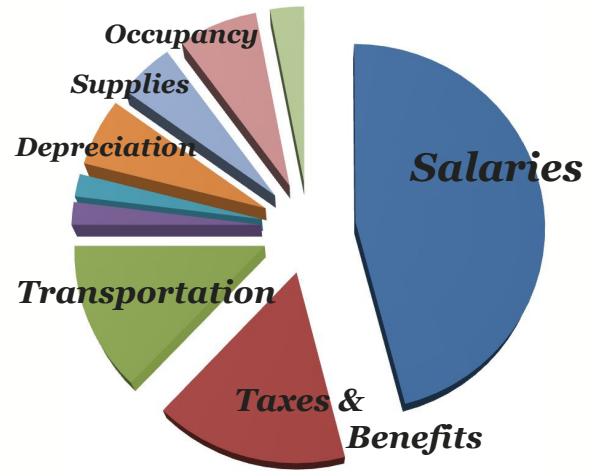
Annual Costs	2004	2005	2006	2007	2008
Collection Costs	\$5,542,174	\$5,853,757	\$5,891,567	\$6,519,680	\$7,007,886
Processing Costs	\$2,184,839	\$2,666,767	\$2,390,975	\$2,942,326	\$2,864,613
Total Operating Costs	\$7,727,013	\$8,520,524	\$8,282,542	\$9,462,006	\$9,942,499
Total Material Sales	\$3,990,760	\$4,150,636	\$4,146,119	\$5,634,012	\$7,214,886
& Revenue					
Tons Processed (in & Out of County)	50,799	51,865	50,118	51,378	50,908
Net Total Program Costs	\$3,736,253	\$4,369,888	\$4,136,423	\$3,827,994	\$2,727,613
Approx. Homes Serviced	155,342	159,992	160,000	160,000	161,000
Annual Net Cost Per Household	\$24.05	\$27.31	\$25.85	\$23.92	\$16.94
Monthly Net Cost Per Household	\$2.00	\$2.28	\$2.15	\$1.99	\$1.41

Darryl Stocklin, Controller

FINANCES 2008

Expense	2008	%
Salaries	14,480,367	46%
Taxes & Fringe Benefits	4,748,855	16%
sub-total	19,229,222	
Transportation	3,926,330	13%
Professional Fees	574,162	2%
Maintenance	512,478	2%
Depreciation	1,861,330	6%
Supplies	1,646,946	5%
Occupancy	2,034,363	7%
Other	822,511	3%
Total	30,607,342	100%
Revenue		
Fees & Grants	6,644,837	22%
Contract Sales	23,268,495	76%
Public Support	26,824	0%
Program Service Fees	902,329	3%
Other	(235,554)	-1%
Total	30,606,931	100%

Above data subject to completion of annual audit process



OUR 2008 LEGAL INFORMATION

The Occupational Training Center of Burlington County, Inc. (OTC) is a not-for-profit corporation chartered under the laws of the State of New Jersey to conduct the business of habilitating and rehabilitating individuals with disabilities.

The IRS classified the OTC as a tax-exempt corporation under section 501(C) (3) of the Internal Revenue Code.

The OTC is certified by both the US and NJ Departments of Labor as a sheltered workshop.

The OTC is accredited by (CARF) the Rehabilitation Accreditation Commission and has always maintained the highest level of national accreditation available.

The OTC is contracted by the NJ Division of Vocational Rehabilitation Services (Department of Labor and Industry) the NJ Division of Developmental Disabilities and the Veterans Administration to provide diagnostic training and long-term employment services for individuals with disabilities.

Adult Training Centers and Crew Labor are provided through a contract with the NJ Division of Developmental Disabilities.

Supported Employment Programs are provided through a contract with the NJ Division of Developmental Disabilities and the NJ Division of Vocational Rehabilitation.

The OTC is an approved non-public school placement for public school systems under the Division of School Programs (NJ Department of Education)

The OTC is a member in good standing with the United Way of Burlington County, the National Council of Work Centers, American Congress for Community Supports and Employment Services (ACCSES) and the National Rehabilitation Association (NRA).

The Occupational Training Center (OTC) is an equal employment opportunity employer and does not intimidate or discriminate against any employee or applicant for employment who is available and qualified to perform the work to which the employment relates because of race, creed, color, national origin, ancestry, age, genetic information, marital status or domestic partnership or civil union status, sex (including pregnancy), gender identity or expression, atypical hereditary cellular or blood trait, disability affectional or sexual orientation, familial status, nationality, liability for service in the U.S. Armed Forces or status as a disabled veteran, recently separated veteran, other protected veteran or Armed Forces Service medal veteran. EOE/M/F/D/V

WE WISH TO EXTEND OUR APPRECIATION

to the individuals and organizations who make it possible for us to continue providing outstanding vocational opportunities for individuals with disabilities.

It is their commitment to and belief in our mission that sustains us in these changing and often uncertain times.

- The OTC Board of Trustees
- Burlington County Board of Chosen Freeholders
- NISH (Formerly National Industries for the Severely Handicapped)
- N.J. Division of Vocational Rehabilitation (DVR)
- N.J. Division of Developmental Disabilities (DDD)
- 305th Contracting Squadron at McGuire Air Force Base
- U.S. General Services Administration – Region 3
- Fort Dix Contract Administration Division
- Upper Freehold School District
- United Way of Burlington County
- Association for Choices in Community Supports and Employment Services / Central Non Profit Agency (ACCSES NJ/CNA)
- New Jersey Association of Community Providers, Inc. (NJACP)
- Customers of our recycling, packaging and manufacturing operations
- Our dedicated staff
- Springfield Township

Inspiring Growth Inspiring Growth



Upward Mobility



Communication



Job Satisfaction



Self Esteem



Involvement



Friendships



Enhanced Skill Level



Community Integration

Assisting individuals with disabilities in reaching their maximum potential.

Occupational Training Center of Burlington County

130 Hancock Lane
Mt Holly, NJ 08060

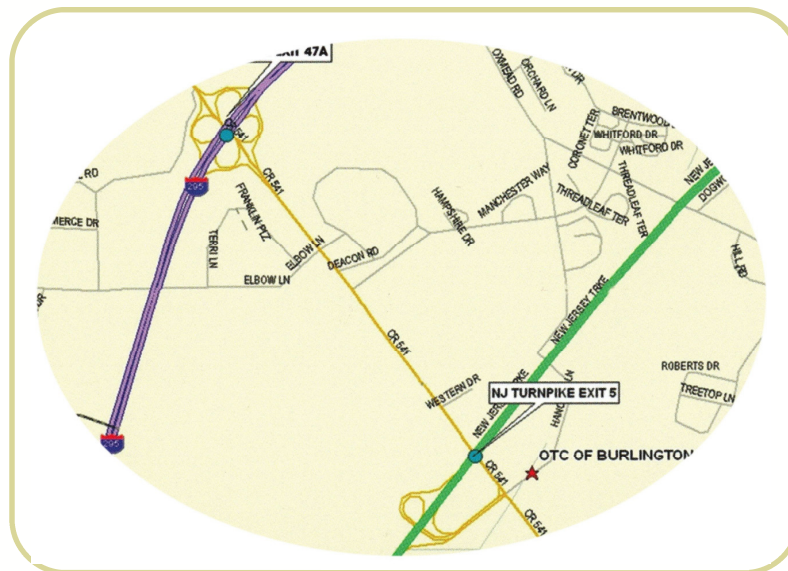
Phone: 609-267-6677
Fax: 609-265-8418
Email: friends@otcbc.org

We are on the web

www.otcbc.org

**From Rt. 295
North or South**

**Exit 47A. East on
Rt. 541 approximately 2 miles to
Hancock Lane.
Left on Hancock
Lane—OTC is 3rd
driveway on left.**



**From NJ Turnpike,
North or South**

**Exit 5 of Turnpike.
Cross Rt. 541 to
Hancock Lane—
OTC is 3rd drive-
way on left.**

