



Brookville Center
for Children's Services



A Communication from Human Resources

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Important Retirement Plan Change Impacting All Employees



MEMORANDUM

To: All Employees

From: Jason Persan, Human Resources Director for Employee Services

Date: December 27, 2024

Re: **REMINDER** - RETIREMENT PLAN CHANGES ARE COMING!

Please be reminded that if you are not currently deferring at least 3% of your pay to your retirement plan, then changes to our Plan will impact you beginning **January 1, 2025**.

You are affected by this change if you are deferring less than 3% of your pay, even if you already have elected to defer a flat dollar amount that equates to less than 3% of your current pay.

There is nothing you need to do to benefit from these changes which are intended to help employees save for retirement and include – *Auto-enrollment* and *Auto-increases* of deferrals. It is important to remember that 100% of the money you defer from your pay to your retirement account is yours from the day you defer it – There is no vesting period for money that you defer.

WHAT EXACTLY IS CHANGING?

- If you are *not* currently enrolled in our 403(b) Retirement Plan, you will be **automatically enrolled in the Plan** and will defer 3% of your pay to the Plan each pay period unless you opt-out before 11:59 pm on Wednesday, January 1, 2025.
- If you are currently enrolled in our 403(b) Retirement Plan and *deferring less than 3%* of your pay to the Plan, then your deferral amount will be **automatically increased to 3%** of your pay each pay period unless you opt-out before 11:59 pm on Wednesday, January 1, 2025.
- On January 1st, 2026, all employees who have been automatically enrolled at 3% will have their deferral amount **automatically increased by 1%** to a deferral rate of 4%. This will continue to occur every January 1st thereafter until your deferral amount is 6%. No automatic increases will occur after your deferral amount reaches 6%, though employees may choose to increase their deferral rate beyond 6% and may opt out of automatic increases at any time.

WHAT IF I ALREADY ELECTED TO HAVE A FLAT AMOUNT DEFERRED INSTEAD OF A PERCENTAGE?

- If you previously elected to have a flat dollar amount deferred that is **equal to or greater than 3%** of your pay, then your deferral amount will not change.
- If you previously elected to have a flat dollar amount deferred that is **less than 3%** of your pay, then your deferral amount will be **automatically increased to 3%** of your pay each pay period unless you opt-out before 11:59 pm on Wednesday, January 1, 2025.

[More Info](#) >>

[How to Opt-Out](#) >>

[Overview Video](#) >>

[Empower Log in](#) >>

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Message from the CEO



Dear Colleagues,

As we approach the holiday season, I want to take a moment to extend my deepest gratitude to each and every one of you for the exceptional care, dedication, and compassion you've shown throughout the year. It's because of your hard work and commitment that we've been able to not only meet but exceed the challenges of audits, regulations, and the expectations of the individuals and families we serve. Your efforts have made a meaningful difference in the lives of so many, and our collective success is a direct reflection of your tireless work and unwavering dedication.

A special thank you goes out to our Direct Support Professionals (DSPs)—the true backbone of our agency. You are the heart of our legacy, ensuring that our programs and services remain strong, compassionate, and responsive to the needs of those we support. Your daily commitment to providing excellent care doesn't go unnoticed, and we are incredibly fortunate to have you as part of our team. Whether you're working directly with individuals, collaborating with colleagues, or supporting our agency's overall mission, your impact is immeasurable.

As we reflect on the accomplishments of the past year, I want to express my warmest wishes to you and your families for a joyful, peaceful holiday season. May this time of year bring you moments of rest and rejuvenation, and may you be surrounded by love and gratitude. We are so proud of everything we've achieved together, and we look forward to continuing our work alongside you in the year ahead.

Thank you for all that you do, and happy holidays!

As always, your feedback and comments are welcome.

Best,

Stanfort



Executive Thank You



Thank you Dankie jufaleminderit grazia merci toda grazie tak takk tack TEŞEKKÜR EDERİM 감사합니다 ありがとう 谢谢 ДЯКУЮ շնորհակալություն obrigado Hvala
vam Salamat mèsi धन्यवाद از نامه شما متشکرم Dziękuję ལུང་ལྷན་ རྟུན་ལྷན་ multumesc Спасибо Tapadh leat Хвала вам Asante Cảm ơn e dupe

The EMT expressed thank you to the following:

- **Will Derr, CFO expressed thanks to Sylvester Naraine, VP of the Finance Department for the careful planning of the transition and training related to Sage Intacct.**
- **Thank you to Theresa Pergola for sharing feedback and pictures of the services received from the Wheatley Farms Catering and Brookville Mansion team for her recent wedding at the Brookville Mansion. Thank you, also, for sharing your photos for us to use in our future promotions.**
- **Thank you to Mary McNamara and the AHRC Foundation Walk team and captains and co-captains for hosting one of our most successful AHRC Walks to date; we raised over \$100,000.**
- **Joanna Kilkenny and her team for completing the Brookville Center fiscal 2024-year audit and the timely completion of the CFRs.**
- **Cassie Bradshaw, Johnson Place Manager for hosting Thanksgiving dinner.**
- **Wheatley Farms Catering for providing the well-received catered meals for the Finance Department Holiday party.**
- **Willard Derr and Sylvester Naraine hosting the Finance Department Holiday party**
- **Finance Planning Analysis Team (Vicky Pan, Donte Payne, and Brandon Rivas) and AHRC Program Directors for the 2025 Budget collaboration.**



Welcome New Team Members

Pictures from our weekly New Hire Orientation

WELCOME ABOARD!



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The DSP Connection

The everything DSP connection with DSP only programs, advice and special events



DSP-I

\$500



DSP-II

\$750



DSP-III

\$1,000

NATIONAL ALLIANCE FOR DIRECT SUPPORT PROFESSIONALS

WOULD YOU LIKE TO TAKE YOUR CAREER FURTHER?

The NADSP E-badge Academy offers DSPs the opportunity to earn this nationally recognized credential through the completion of three rigorous levels of certification.

As a participant in this special program, you are eligible for a total of \$2,250 in bonus payments offered in three installments as you progress.

You will complete all coursework online through the E-badge Academy during your regularly scheduled work hours for up to 2 1/2 hours per week.

For More Information Email:
nadspbadgeinfo@ahrc.org

 **MORE INFO!**

For more information on the NADSP E-badge program please send an email to:

nadspbadgeinfo@ahrc.org

● ● ●

Direct Support Professional Microcredential

Attn: All DSPs

Earn

DSP-I & DSP-II

Microcredential

Credits Can Be Applied to a Degree

The Office for People With Developmental Disabilities (OPWDD), in partnership with the National Alliance for Direct Support Professionals (NADSP) and the State University of New York (SUNY), are providing a special grant program that provides full funding for tuition, fees, books, course materials, and NADSP credentialing. The curriculum is hands-on and highly interactive.

For more information, contact:
Michael Cannet
mcannet@ahrc.org
516-293-2016, ext. 5362

MORE INFO 

    Office for People With Developmental Disabilities

For more information on the DSP Microcredential program please contact:

Michael Cannet
516-293-2016, ext. 5362
mcannet@ahrc.org

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2023 Milestones Event

To Our Honorees

At this time, we thank all of our honorees for their years of service to Brookville Center for Children's Services.

Often we are caught up in our busy schedules and time is not taken to express our gratitude.

Our agency has succeeded and grown due to your efforts. Your caring commitment has enriched the lives of the children and adults we serve.

Again, thank you!



Ten & Over Milestones Group



Five Year Milestones Group



Brookville Center
for Children's Services

Milestones

2024



[Click Here to View Slideshow](#)

WATCH
VIDEO



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2023 Milestones Event *(cont'd)*

35 Years of Service

Lisa Brandes Gina M. Capobianco

30 Years of Service

Lorraine O'Keefe

25 Years of Service

James Gabriel Alisa Rosenfeld
Susan Grayford Patti W. Tinder
Dorota Kaczmarzyk

20 Years of Service

Alexander Amirruddin Marcia Forbes

15 Years of Service

Oluwatoyin Bakare Abbe D. Finz Robin Lipschutz
Casandra Bradshaw Steven A. Gidseg Richard Martin
Deborah A. Chichester Erin Knight Debra E. McKenzie
Heather A. Ferguson

10 Years of Service

Patricia Archibald-Kennedy Nora M. Remy
Annemarie Bongiorno Erica L. Salina
Paula DeVita Kristin M. Sgroi
David Fazel Tyann Snape
Alexander L. Hunt Aimee I. Victor
Susan G. Jankowitz Maria I. Zegarra
Steven L. Johnson
Sukhwinder Kaur
Rosanna Mendoza D'Abreau

5 Years of Service

Lavonda D. Armfield	Ashley K. Kelly	Candace Skeete
Tracey M. Boriel	Amanda N. Kinkel	Sean K. Stallings
Janine R. D'Annunzio	Stephanie S. Lecoin	Tatian Turnage
Karen Faller	Kimberlee E. Levin	Allison V. Vargas
Jasmine N. Farahan	Amanda A. McCormick	Ebony A. Wharton
Jamie P. Farrel	Meghan E. McGrath	Deborah D. Whyte
Maria I. Fernandes	Anisa Northington	Shannon A. Wong
Emily V. Forsyth-Nogara	Chinenye N. Oguagha	Elaine L. Zevallos
Adrienne Foster	Francine Pizzillo	
Jennifer A. Jackson	Jackelyn Reyes	
Janee Jones	Jordan D. Royal	

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Wear Pink Day

Beyond the Pink: Taking Action

For Breast Cancer Awareness Month, our company participated in Wear Pink Day on October 17th. Organized by Health & Wellness Manager Denise Lamb, the event raised awareness and showed support for those affected by breast cancer. Employees across all departments wore various shades of pink, demonstrating unity and solidarity. The day served as a call to action, encouraging ongoing support through volunteering, donating, or simply offering support. Photos captured the day's spirit and enthusiastic participation.

A Picture is Worth a Thousand Words

Below are snapshots capturing the spirit of the day, showcasing the enthusiastic participation. Each smile, each pink accessory, and each shared moment reinforced the message that together, we are stronger.



Brookville Ed Ctr—Teachers



Brookville Ed Center—Nurses



Wear Pink Day (cont'd)



Brookville Ed Center

Barbara C. Wilson



Post Ave

Health & Wellness

IF YOU ARE FEELING ANY OF THESE SYMPTOMS PLEASE STAY HOME AND CALL THE COVID HOTLINE.


SYMPTOMS OF COVID-19

COVID-19 HOTLINE:
516-686-4486




- COUGH, SHORTNESS OF BREATH OR DIFFICULTY BREATHING
- FEVER OR CHILLS
- MUSCLE OR BODY ACES
- VOMITING OR DIARRHEA
- NEW LOSS OF TASTE OR SMELL

COVID-19



Discover the harmony between body and mind

Every Sunday
10:00 AM



SUNDAY YOGA CLASS

ON ZOOM



IncentFit


Earn rewards for healthy choices, wherever you are.

Earn reward for:

- ✓ Attending Fitness Facilities
- ✓ Walking
- ✓ Complete Wellness Challengesand more!

Earn up to \$175 per year for completing healthy activities.

You'll also be able to participate in fitness challenges with other employees. Please download the IncentFit app and log in using your email address.
The password is your unique employee ID number.



NATIONAL EAP

People • Partners • Productivity

LIFE HAPPENS. WE UNDERSTAND. YOU ARE NOT ALONE.

Even when we have our day planned out, life can sometimes take us by surprise. No matter what, it's always good to know you have support to help you move forward.

National EAP provides online access to a wide range of resources regarding the work and life topics of interest to you and your family. Just log on with your company's username and password (**Username: AHRC, Password: AHRC**), and navigate through articles, links, interactive content, self searches, self assessments, and more.

Please click the link below or call 1-800-624-2593
www.nationaleap.com

[Click Here](#)



Big Things Start with Small Beginnings

eM Life offers interactive, live and on-demand mindfulness programs led by expert mindfulness teachers for everyday life. It helps you create connections with yourself and others while building skills to manage stress and anxiety, improve focus and enhance your overall well-being.

Click the link below to enroll and take your first step into your wonderful journey of mindfulness.

[Click Here to Enroll](#)

For any questions regarding Health & Wellness programs please contact:

Denise Lamb

Employee Health Manager

516-293-2016, ext. 5642

dlamb@ahrc.org

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Learning & Professional Development

Training Schedules, Relias Trainings & Tuition Reimbursement



For any questions regarding training or Relias please contact :

Michael Cannet
Manager Learning & Professional Development
516-293-2016, ext. 5362
mcannet@ahrc.org

For more information on Tuition Reimbursements please email:

tuition@ahrc.org

A graphic with a white background and an orange border. At the top left is an image of a person climbing a hill with a yellow graduation cap. To the right, the text "TUITION REIMBURSEMENT" is written in large, bold, orange letters. Below this is the Brookville Center for Children's Services logo. The main text reads: "Higher Education Isn't Out of Reach We are Here to Give You a Helping Hand To Achieve Your Goals with Tuition Reimbursement". Below this is "Click Below for More Information". At the bottom are four orange buttons: "UNION POLICY", "NON-UNION POLICY", "APPLICATION", and "QUESTIONS?". At the very bottom, it says "For more information please email us at: TUITION@AHRC.ORG".

TUITION REIMBURSEMENT

BCS Brookville Center
for Children's Services

**Higher Education Isn't Out of Reach
We are Here to Give You a Helping Hand
To Achieve Your Goals
with Tuition Reimbursement**

Click Below for More Information

UNION POLICY NON-UNION POLICY APPLICATION QUESTIONS?

For more information please email us at: TUITION@AHRC.ORG

A graphic with a green border. At the top, the text "Never Miss Mandatory Training With Relias Text Alerts" is written in green. Below this is a paragraph: "With Relias' text message notifications, you'll be alerted for any mandatory training that's due in two days. You'll also be given the link to the course so you can take it right away." To the right is an image of a smartphone showing a text message. Below the paragraph is another paragraph: "Paired with Relias Learning app, you can complete the trainings at your convenience right on your phone." Below this is "Talk to your admin to opt-in today." and a small note: "*message and data rates apply". At the bottom left is a green button that says "Click Here for Instructions". At the bottom right is the RELIAS logo and the website "relias.com".

**Never Miss
Mandatory Training
With Relias Text Alerts**

With Relias' text message notifications, you'll be alerted for any mandatory training that's due in two days. You'll also be given the link to the course so you can take it right away.

Paired with Relias Learning app, you can complete the trainings at your convenience right on your phone.

**Talk to your admin
to opt-in today.**

*message and data rates apply

[Click Here for Instructions](#)

RELIAS
relias.com

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Winter Pathways Career Fair 2024

The Winter Pathways Career Fair 2024 was a resounding success! Attendees enjoyed raffle prizes, a hot chocolate bar, and valuable interactions with our program representatives and HR team. Many applicants connected directly with hiring managers, leading to on-the-spot interviews and even job offers.

A blue poster with white and gold text and graphics. At the top, it says "WINTER PATHWAYS" in large white letters, with "YOUR CAREER JOURNEY BEGINS HERE" below it. Logos for AHRC Nassau, AdvantageCare Health Centers, Brookville Center for Children's Services, and Citizens Options Unlimited are displayed. The text "LOOKING FOR A NEW OPPORTUNITY?" is followed by "THURSDAY DECEMBER 5TH 11 AM TO 5 PM" and "BETHPAGE KNIGHTS OF COLUMBUS 519 CENTRAL AVENUE BETHPAGE, NY 11714". It also says "COME TO OUR HIRING EVENT & SPEAK DIRECTLY WITH HIRING MANAGERS!" and "WE'RE OFFERING... ON-THE-SPOT INTERVIEWS & JOB OFFERS! PLUS, ENJOY HOT CHOCOLATE, SNACKS, & EXCITING RAFFLE PRIZES." At the bottom, it says "TO VIEW ALL OPEN POSITIONS PLEASE VISIT US AT WWW.AHRC.ORG/CAREERS" and "Public Transportation: Nassau, Inc." with icons for LIRR, MTA, and other transit options.

WINTER PATHWAYS
YOUR CAREER JOURNEY BEGINS HERE

AHRC **AdvantageCare** **Brookville Center** **Citizens Options Unlimited**

LOOKING FOR A NEW OPPORTUNITY?

**THURSDAY
DECEMBER 5TH
11 AM TO 5 PM**

**BETHPAGE
KNIGHTS OF COLUMBUS
519 CENTRAL AVENUE
BETHPAGE, NY 11714**

COME TO OUR HIRING EVENT &
SPEAK DIRECTLY WITH
HIRING MANAGERS!

WE'RE OFFERING...
ON-THE-SPOT INTERVIEWS & JOB OFFERS!

PLUS, ENJOY HOT CHOCOLATE, SNACKS,
& EXCITING RAFFLE PRIZES.

TO VIEW ALL OPEN POSITIONS PLEASE VISIT US AT
WWW.AHRC.ORG/CAREERS

Public Transportation: Nassau, Inc.
LIRR, Bethpage LIRR, etc.
Longmeadow Branch
BUS, MTA Bus, #1000



[Click the Snowflake to See Pictures](#)



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**WE ARE
HIRING**



INTERNAL JOB OPENINGS


A FRESH START & A NEW PERSPECTIVE
AT A NEW JOB DOESN'T ALWAYS MEAN
LEAVING. CHECK OUT OUR EXCITING
INTERNAL JOB OPENINGS.

Want to explore any of the exciting opportunities listed below? Simply click on the job title to access the posting and find out more about it. These are just a handful of the incredible open positions available. To discover more opportunities, click on the company

	
Positions	Location(s)
<u>Assistant Director CLS</u>	Plainview
<u>Assistant Manager CLS</u>	Multiple loca-
<u>Assistant Site Manager—Day Hab</u>	Oceanside & Brookville
<u>Behavior Intervention Specialist</u>	Freeport
<u>Custodian</u>	Freeport
<u>Director—Facilities Projects & Improvements</u>	Plainview
<u>DSP 1:1 for Complex Behaviors</u>	Freeport
<u>Grounds Maintenance Worker (F/T & per diem)</u>	Brookville
<u>Program Coordinator</u>	Freeport
<u>Registered Nurse—Day Hab</u>	Plainview
<u>Site Manager / Behavior Intervention Specialist</u>	Freeport
<u>Team Leader Commercial Ser-</u>	Freeport
<u>Team Leader Landscaping</u>	Freeport
<u>Vocational Coach per diem</u>	Freeport

For any questions about openings please reach out to our Talent Acquisition Team at:

Recruiting@ahrc.org

	
Positions	Location(s)
<u>Sr. HR Generalist</u>	Brookville
<u>Patient Rep</u>	Brookville & Freeport
<u>Psychiatrist (P/T)</u>	Brookville & Freeport

	
Positions	Location(s)
<u>Assistant Manager-CRP</u>	Lido Beach
<u>Behavior Support Staff</u>	Brookville
<u>Physical Therapist (per diem)</u>	Brookville
<u>Registered Behavior Technician</u>	All Locations
<u>Special Education Teacher</u>	All Locations
<u>Teachers Aide</u>	All Locations
<u>Transition Specialist</u>	Brookville

	
Positions	Location(s)
<u>Assistant Director—Residential</u>	Plainview
<u>DSP</u>	Syosset
<u>DSP ONA—Non-Diver</u>	Plainview
<u>House Manager</u>	Medford

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Retirement & Compensation

It's never too early to plan for the future.

Find out about the many financial opportunities available to you.



Make an impact on your savings


Here are some simple things you can do to help you start saving for your future again

It's important to have control over creating the future you imagine. And saving for retirement is one way to improve your financial wellness. Even when times are tough, there are things you can do that can make a big difference in your ability to keep saving.

- Inquire about lower interest rates on credit cards.
- Reevaluate your subscriptions (e.g., streaming services).
- Reduce your insurance premiums (e.g., car and home).
- Trim your entertainment expenses.
- Find ways to lower utility bills.
- Prepare and eat meals at home.


The Empower Dashboard™ can help you stay financially fit so you can save more


- Track your spending habits.
- Create a budget.
- Link accounts to see your full financial picture.
- Easily manage your finances.



Log in and use the online resources to see the impact small changes can have on your savings
www.empowermyretirement.com


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YOUR PLAN IS ACCESSIBLE WHEN YOU'RE ON THE GO ON OUR MOBILE APP

[CLICK HERE](#)





CALL:

888-737-4450

TO TALK TO A CONSULTANT





HOW TO VIEW ALL OF YOUR FINANCES IN ONE SECURE PLACE

[CLICK HERE](#)



If you have questions regarding:

Sign on Bonus, Referral Bonus, and Retirement Plans (*financial only*), 401k, 401b

Contact: Jason Persan Human Resources Director for Employee Services

516-293-2016, Ext. 5363

Email: jpersan@ahrc.org

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Dinning & Shopping

Shop Small

BIG TREE
GREENHOUSE & GIFTS

Shop Local

PURCHASE WITH A PURPOSE

SHOP NOW

bigtreegreenhouseandgifts.square.site

ONE STOP Gift Shop

BUILDING A STRONGER COMMUNITY THROUGH GIVING

Building a Stronger Community Through Giving

CODE: AHRC
15% OFF

SHOP NOW

Wheatley Farms
Catering & Greenhouse

ORDER NOW

Breakfast Lunch Dinner
Flowers Hanging Baskets Gifts

ORDER NOW

<https://order.ehungry.com/Wheatley-Farms-Catering>

Check out our very own shopping and dining at your fingertips.

We have so many beautiful gifts and delicious foods to order.

Click on any of the ads to see what amazing surprises await you.

Not only do you get discounts and free delivery to your work location, but you are supporting our amazing programs too.

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Upcoming Events & Celebrations

 Holiday/Festival

 Awareness

 Other

JANUARY CELEBRATION MONTHS

CERVICAL HEALTH AWARENESS, NAT'L GLAUCOMA AWARENESS, NAT'L BIRTH DEFECT AWARENESS/PREVENTION, NAT'L BLOOD DONOR

- JAN 1** NEW YEAR'S DAY
JAN 4 WORLD BRAILLE DAY
JAN 6 FEAST OF THE EPIPHANY, NAT'L TRIVIA DAY
JAN 11 NAT'L THANK YOU DAY, HUMAN TRAFFICKING AWARENESS DAY
JAN 13 LOHRI (SIKH)
JAN 14 MAKAR SANKRANTI (HINDU & BUDDHIST), MAHAYANA NEW YEAR (BUDDHIST)
JAN 15 NAT'L HAT DAY
JAN 19 WORLD RELIGION DAY
JAN 20 MARTIN LUTHER KING JR. DAY
JAN 21 THANK YOUR MENTOR DAY
JAN 24 NAT'L COMPLIMENT DAY
JAN 27 NAT'L HOLOCAUST REMEMBRANCE DAY
JAN 29 CHINESE NEW YEAR
JAN 31 NAT'L FUN AT WORK DAY

FEBRUARY CELEBRATION MONTHS

BLACK HISTORY, AMERICAN HEART, BLACK HIV/AIDS AWARENESS, LOW VISION AWARENESS, TEEN DATING VIOLENCE AWARENESS

- FEB 4** WORLD CANCER DAY, ROSA PARKS DAY
FEB 7 WEAR RED DAY (AMERICAN HEART MONTH)
FEB 9 SUPER BOWL SUNDAY, NAT'L PIZZA DAY
FEB 10 INT'L EPILEPSY DAY
FEB 11 DAY OF WOMEN & GIRLS IN SCIENCE
FEB 14 VALENTINE'S DAY
FEB 17 PRESIDENT'S DAY, RANDOM ACT OF KINDNESS DAY
FEB 20 LOVE YOUR PET DAY, WORLD DAY OF SOCIAL JUSTICE
FEB 21 RAMADAN BEGINS (MUSLIM)

MARCH CELEBRATION MONTHS

HEALTH AWARENESS, DISABILITY AWARENESS, GENDER EQUALITY

- MAR 1** INT'L WHEELCHAIR DAY
MAR 4 MARDI GRAS
MAR 8 INT'L WOMEN'S DAY
MAR 7 EMPLOYEE APPRECIATION DAY
MAR 14 HOLI (HINDU)
MAR 17 ST. PATRICK'S DAY
MAR 20 INT'L DAY OF HAPPINESS
MAR 20 INT'L DAY OF ELIMINATION OF RACIAL DISCRIMINATION
MAR 22 WORLD WATER DAY
MAR 23 NAT'L PUPPY DAY
MAR 24 INT'L DAY OF ACHIEVERS
MAR 31 INT'L TRANSGENDER VISIBILITY DAY

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