



Career Opportunity Development, Inc.  
**2021 Annual Report**  
Fiscal Year July 1, 2020 - June 30, 2021

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## **FY 2021 Stakeholder Survey Results**

Programs and services are monitored annually for consumer, customer, and stakeholder satisfaction. Survey results are shared with Leadership, Codi's Board of Directors. Survey results are published on our website to ensure transparency and enhance input from stakeholders throughout our community. We also use these results to enhance and develop services to ensure facilities are well-maintained and accessible. Results are also integral to strategic planning and help us gain valuable insights and feedback from internal and external stakeholders. Highlights of survey results are available on our website at [www.njcodi.org](http://www.njcodi.org)

For FY 2021, ATS consumers, stakeholders, CSS stakeholders, customers (including Maintenance, Printing, and OSC customers), DDD consumers, DDD stakeholders, and Residential stakeholders reported 100% satisfaction in all categories. Survey results indicate that CODI continues to provide outstanding customer service and satisfaction. External stakeholder comments were positive and praised CODI Staff for their ongoing commitment to providing quality programs and compassionate care to those we serve.

Some of the stakeholder comments include:

- It's a pleasure doing business with CODI. The Staff is professional and friendly. Highly recommended!
- Excellent Staff and service. We will use your services every year! Thank you all!
- Consistently excellent services. Everyone is very professional.
- CODI is an outstanding organization!
- CODI provides excellent services for people with special needs.
- My son loves the program. It gives meaning to his days.
- Staff is amiable, caring, helpful, and understanding.



# From the Desk of Linda Carney President & CEO

Dear Friends,

Thank you for making FY 2021 another remarkable year for Career Opportunity Development, Inc. (CODI). Throughout the year, our dedicated staff has done an incredible job of sustaining services through the most challenging times. Our ongoing goal is to keep our overhead low while increasing our capacity, and you truly help make this possible!

CODI is more vital than ever due to our continually expanding community of amazing and generous folks who donate time, resources, food, supplies, money, talent, and sweat equity to support our mission. We know we are indeed fortunate, and thank you seems to be such a small token of our appreciation.

As I write this letter, I am reminded of one of my favorite quotes by Ruth Smeltzer, “You have not lived a perfect day, even if you earned money, unless you have done something for someone who will never be able to repay you.”

While we will never be able to repay you for all you have done to support us, I hope you will accept our heartfelt thanks and appreciation. Your ongoing commitment to those we serve reminds us how fortunate we are to have your support. Your generosity and compassion have motivated and inspired us through these difficult times, and we are most grateful for that.

Sincerely,  
Linda L. Carney  
President/CEO – Career Opportunity Development, Inc.

## Board of Directors 2020 - 2021

Mary Pat Braudis  
Chair



Dan Kelly  
Vice Chair



Linda L. Carney  
President/CEO



Joe Cella  
Director



Paul Wise  
Director



David Yun  
Director



Theresa Zippel  
Director



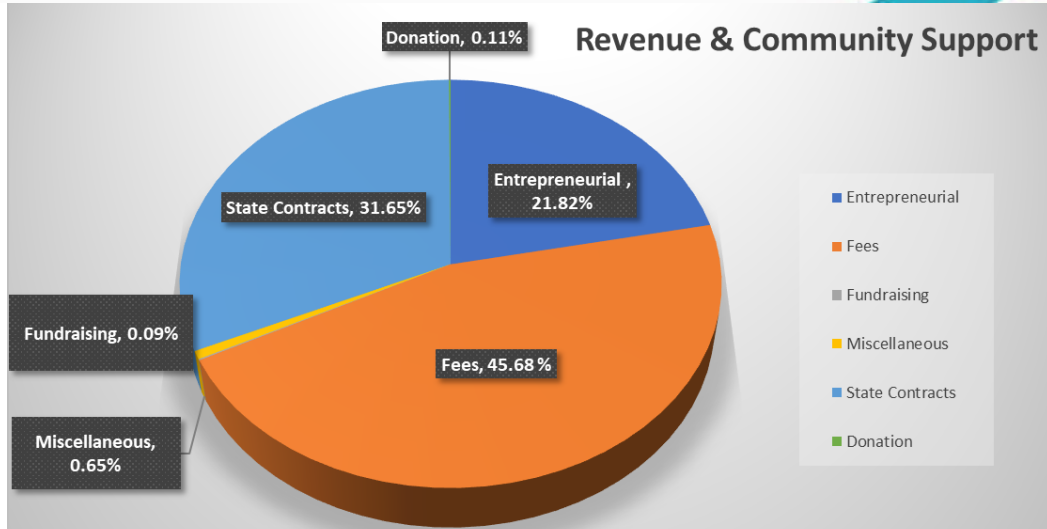
## New Chair of Board of Directors

Mary Pat lives in Galloway, NJ. She has her MBA in Management and is working toward her Doctor of Business Administration with an expected completion date in 2015. She is an Assistant Professor/Assistant Chair of NJ Programs in the College of Business at Wilmington University in Delaware. As a Visiting Instructor at The Richard Stockton College (2013-2014), she was assistant director in the School of Graduate and Continuing Studies and program coordinator of the Addictions Counselor Training, a program that has trained hundreds of addiction professionals. She expanded the program to include a wide range of re-certification programming.

The Certified Alcohol and Drug Counselor (CADC) and Licensed Clinical Alcohol and Drug Counselor (LCADC) programs are set up to allow students to work while attending class and have the financial freedom to pursue their certification. She said, "This grant-funded program provides a tremendous career opportunity to people who want to help others and become addiction counselors, and it is offered at no charge to qualified applicants. This can be the ideal career path for psychology and social work majors."

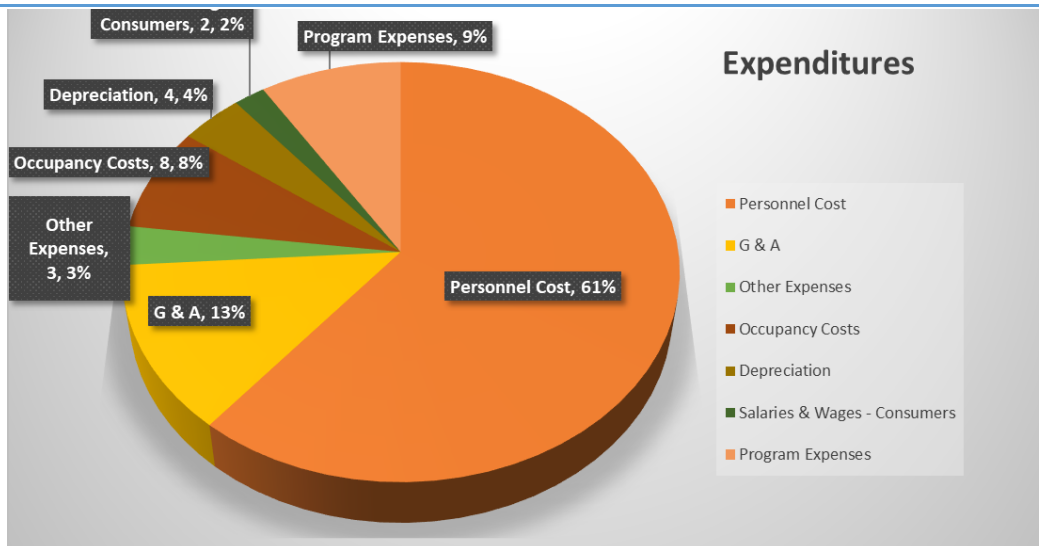
Mary Pat has taught in various settings as an Instructor and Adjunct Teacher from South Dakota to Arkansas, Florida, and Pennsylvania. She is a licensed Nursing Home Administrator and has work experience in Health Systems and Senior Care facilities. She is a member of several organizations dedicated to educating and supporting children with Autism and their families.

# 2021 Financial Report



## Revenue & Community Support

Entrepreneurial	\$2,058,167.00	21.82%
Fees	\$4,309,062.00	45.68%
Fundraising	\$8,834.00	0.09%
Miscellaneous	\$61,078.00	0.65%
State Contracts	\$2,985,707.00	31.65%
Donations	\$10,722.00	0.11%
<b>Total</b>	<b>\$9,433,570.00</b>	<b>100%</b>



## Expenditures

Personnel Cost	\$ 5,112,755.00	61%
G & A	\$ 1,091,477.00	13%
Other Expenses	\$ 264,662.00	3%
Occupancy Costs	\$ 658,419.00	8%
Depreciation	\$ 346,211.00	4%
Salaries & Wages - Consumers	\$ 139,004.00	2%
Program Expenses	\$ 759,689.00	9%
<b>Total</b>	<b>\$ 8,372,217.00</b>	<b>100%</b>

# Residential

The COVID-19 pandemic significantly impacted access to housing, programs, and services for individuals we serve. To help ensure staff and resident safety, COVID-19 testing procedures were implemented throughout all residential facilities.

CODI's Residential Staff and Risk Management and Facilities teams worked tirelessly to implement numerous safety measures adhering to COVID-19 regulations and mandates issued by the CDC and New Jersey government. All staff and consumers were required to wear masks, socially distance themselves, have daily temperature checks, and were continuously reminded to wash and sanitize their hands.

As we navigated the pandemic, we adjusted direct care staff schedules to accommodate consumer needs and promote safety. Monthly Winner's Groups were restructured to virtual formats where consumers attended remotely to discuss how to navigate the pandemic safely, issues related to being socially isolated and not being permitted to attend day programs, and ongoing discussion involving difficulties associated with community living, wellness, and recovery. Throughout the pandemic, staff distributed weekly meals to group homes and individuals living independently who received residential services. Over 100 meals per week were generously donated and prepared by Church By the Bay members in Absecon, New Jersey.

In addition, staff delivered bags of non-perishable food and various COVID-related supplies, including hand sanitizer, disinfectant, and masks, as access to food and supplies was limited. Central United Methodist Church members in Linwood, New Jersey, graciously donated these supplies.

Special thanks to all who donated time, energy, and resources to help ensure the safety and well-being of those we serve.

# Maintenance

## Maintenance Team Highlights

Ongoing COVID-19 regulations and health and safety concerns presented numerous challenges and opportunities for CODI's maintenance team. The team was called to quickly expand services and adapt to ongoing changes throughout our service delivery system. We adapted and grew and are extremely proud to report that we played a significant role in keeping our customer's facilities safe. Include a number of hours worked and dollars earned.

The Maintenance team obtained several new contracts for disinfecting numerous county facilities as well as fogging state or county buildings after a COVID positive case. These disinfecting contracts included Stockton University dorms and COVID testing facility, Department of Children and Families, Department of Human Services, 177th Air National Guard Base, Atlantic Cape May Community College Vaccination site several other commercial sites. To facilitate the disinfecting, CODI purchased foggers to disinfect entire buildings in a quick and efficient manner. Include picture of foggers below here.



Pictured left:  
Maintenance Manager Cornel Jones and 901 Maintenance Lead Luis (Chico) Paneta With portable foggers purchased that are able to disinfect entire buildings efficiently and thoroughly.

**Facilities** - The pandemic created supply chain issues, and obtaining contractors to perform projects became extremely difficult. This prompted us to make the decision to complete many interior and exterior improvements in-house. During the year, renovations of 233, 711, and 1309 kitchens were completed by in-house staff. Additionally, the exterior of the CODI facility at 901 Atlantic was painted by in-house staff, and we are very pleased with the outcome.



**Food Service** - The Atlantic County courthouses were staffed with minimal essential employees; therefore, we were forced to close both coffee shops in the Criminal and Civil courthouses. We reopened the Mays Landing Criminal Courthouse coffee shop in August 2020, and the AC coffee shop reopened in October 2020. During this fiscal year, we served approximately 654 meals and prepared and delivered over 3100 meals to CHOP. In addition, to minimize COVID exposures, CODI provided free lunch to employees working at 901 Atlantic Ave. Administrative Offices, as well as 2,340 lunches for Maintenance Crew members.

## Operations Highlights

**Strategic Planning** - CODI made a commitment to set aside capital funds to renovate and enhance our Residential properties and the 901 Atlantic Ave. location. While the Outsource Center was closed to consumers due to COVID governmental regulations, we completed construction on our main kitchen. Appliances were converted to gas, and due to growing business needs, the kitchen was doubled from its original size. In addition, the Adult Training Services area was reconfigured and redesigned based on consumer input, adding three offices, a vaulted ceiling, and poured epoxy floors.



**Maintenance** - We were awarded several new contracts for disinfecting high touch points as well as fogging state or county buildings, including Stockton University (dorms and testing facility), DCF, Department of Human Services, State buildings, One Hundred Seventy Seventh Air National Guard Base, Atlantic County Government buildings, ACCC-County Vaccination site, and other various commercial sites. To facilitate the disinfecting, CODI purchased foggers to disinfect entire buildings in a quick and efficient manner.

## Financial Highlights

The Maintenance Department earned \$1,749,805 in total revenue, a 46% increase in revenue from FY 2020. Additional jobs provided opportunities for sixty-three staff members who performed 69,310 hours of work with staff compensation of \$955,869.

# Outsource Center

Fiscal year 2021 brought unprecedented circumstances as we were mandated by state law to close the Outsource Center due to COVID-19. Immediate adjustments were necessary as we needed to continue to meet the external customer demands of our customers without consumers. We also needed to continue providing outreach and support services to consumers isolated from their coworkers, families, friends, and peers.

Staff showed tremendous dedication and courage to come to work daily to meet our contractual obligations. I remember listening to the news and hearing about the daily death tolls and loss of life globally and locally. There was much anxiety and concern, yet the Out Source Center (OES) staff was committed to maintaining production levels so that contactor businesses had products enabling them to remain open. Staff also understood the importance of maintaining existing contracts so that consumers had work to perform when pandemic restrictions were lifted.

Caseworkers set up virtual daily training using Zoom and WhatsApp and contacted consumers via phone calls. It was a challenging transition, but it provided options for service delivery and much-needed consistency in the lives of those we serve. Clearly, for many, our staff served as a valuable resource and lifeline to navigate this difficult time.

During this closure period, one of our vendors, Curexa, a mail-order pharmacy, grew exponentially. Fortunately, when the Outsource Center reopened, consumers and staff could meet the businesses growing demands.

COVID protocols and regulations were implemented to maintain safety while gathering for work. A new layout of workstations was required to maintain social distancing. A thermoscanner was purchased to take temperatures as individuals entered the building. Sanitation practices were implemented throughout the day, and face masks were always required.

Consumers were excited to return to work! And the staff was excited to have the help! CODI is very proud of what was accomplished during the pandemic.



# Volunteer at CODI

## Montclair University Students Volunteers Summertime with a Day of Service 2021

Many college students are searching to find meaning in their lives.

Volunteers helped by planting flowers, raking leaves, and painting.

It was our pleasure to host them, and we hope what they learned about CODI, and those we serve will positively impact their lives. We saw many smiles and heard many stories about how volunteer students connected with CODI consumers. We hope the student's generous donation of time, energy, and efforts will serve as an example to others.

Thanks, Montclair University, for sharing these remarkable students with us.

## Central United Methodist Church in Linwood, New Jersey

Central UMC members come to CODI during the second week of each month on Tuesday and the fourth week on Wednesday evenings.

Volunteers help prepare meals for CODI consumers.

On the first and third weeks of each month, volunteers assist CODI Outsource Center with learning vocational skills on Wednesdays.

We thank Central UMC and its talented members for the time and effort they donate as volunteers.



Night Group preparing meals for Group homes



Preparing Winner's Group pantry



Wednesday Morning Group