

Inside YCS

A NEWSLETTER
BY AND FOR ALL YCS EMPLOYEES



VOLUME 25 | September 2025

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Cover photo: Cleo Chance and two graduates
at the Spirituality Mindfulness Graduation.

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President's Message

Dear Colleagues,

I hope you are ready to delve into all the positive news in our September issue of Inside YCS. There are many exciting developments as we enter the autumn season.

First and foremost, I would like to congratulate the YCS staff involved in the management of the seven NJ Mentor residential programs who will become part of YCS at the request of DCF effective November 1, 2025. For the first time in YCS' long history, we are now serving youth in Sussex and Warren counties, as well as new residences in Monmouth and Camden. We are grateful to NJ Mentor for strongly advocating with the State to transition these programs into YCS—a true testament to our hard work and reputation for excellence. Please be sure to greet our new colleagues with a warm welcome when you meet them at future meetings, trainings, or throughout the agency. You can read more about the changes for YCS on page 5.



Tara Augustine

Thanks to the generosity of the Pat Gordan Family Trust employee scholarship program, 40 employees have enrolled in various educational courses this semester. This initiative came together very quickly thanks to the efforts of our Foundation team. With Pat and David Gordan's continued support and involvement, I am confident this is only the beginning of even greater opportunities for staff development.

In addition to tuition assistance, some of you requested spiritual mindfulness workshops. I am pleased to share that the first cohort will begin at the end of October. This will be a valuable opportunity for our colleagues to nurture their inner well-being and strengthen self-confidence.

September was also a busy month for our Foundation team, who once again organized a very successful golf outing. The creativity and thoughtfulness that went into the raffle baskets prepared by many of our programs raised more than \$23,000 at the silent auction and over \$220,000 overall. It was also a bittersweet occasion as we paid tribute to Ruthie Harper on her retirement after 25 years with YCS, where she has been the heart of our Foundation. (See more on page 19.)

As we move into fall, I know you are all working hard to help our children adjust to the new school year with its many challenges. I also hope you find some time to enjoy the season—whether that means apple picking, pumpkin carving, or simply taking a walk to appreciate the changing foliage.

My wish is that everyone in our YCS family remains safe and enjoys the bounty and beauty of this season.

With my sincere thanks and gratitude for all you do,

Tara

Second Annual Town Hall

Save The Date!



YCS Town Hall

*with Tara Augustine
President/CEO*



Nurturing Hope.
**BUILDING
FUTURES.**

Thursday, October 16th at 10:00 AM

This event will take place on Teams. 

Limited seats are available for in-person attendance at the Newark Headquarters. More information to follow.

Your Voice Matters!

Welcome New Programs

We are excited to announce that YCS will be expanding its Residential Services with the addition of seven new programs! This extensive expansion is a result of a transfer of contracts from NJ Mentor to YCS at the mutual request of the State of NJ and NJ Mentor. The programs are being licensed as Treatment Homes with six designations of SPEC intensity of service, and one as a designation of an RTC. This growth represents an important step forward in our mission to provide high-quality behavioral health services to children, youth, and families across New Jersey. The programs will be organized under the following Vice President's Division:

- Korey Clark: Harper's Lane SPEC in Ewing, Haven Court SPEC in Hackettstown, and Townsbury SPEC in Townsbury
- Jennifer Stratton, LCSW: Meadow Ridge SPEC, in Lafayette
- Bradshaw Vetterly, LCSW: Pinewood Valley SPEC in Sicklerville, Ironcrest RTC in Smithburg, and Whispering Mills SPEC in Jackson Mills

The addition of these programs has provided YCS with a wonderful opportunity to recognize the talent of two Program Directors who will be promoted to Regional Directors overseeing several programs, including these additional programs in their region. We are proud to recognize and celebrate **Amiee Ciaravino, LCSW**, and **Sherene Bartley, LCSW**, reflecting our strong commitment to advancing our emerging leaders.

Please join me on November 1, 2025, as we welcome over 100 employees from NJ Mentor to the YCS family. Included in the 100 employees are six NJ Mentor Program Directors who will continue their leadership under YCS. We are pleased that Nicole Ciencin accepted the Program Director role at Meadow Ridge, ensuring every program will not only be opening with a Program Director but also that every team member feels supported and valued.

We are so grateful to the QAPI, Human Resources, Operations, Finance, Nursing, Clinical, IT, IM and Training teams whose efforts have been instrumental in preparing for this transition. We are committed to making this transformation as seamless as possible and ensuring that every team member feels supported and valued.

Together, we continue to grow stronger and advance our shared mission of helping every individual find hope, healing, and resilience for a brighter future.

Thank you,
Rayletta Garrison
SVP Office of Operation



Lafayette
143 Meadows Rd.
Lafayette, NJ
07848



Townsbury
521 Townsbury Rd.
Great Meadows, NJ
07838



Dogwood
4 Dogwood Ct.
Hackettstown, NJ
07840



Ewing
15 Rockleigh Drive
Ewing, NJ
08628



Smithburg
270 Smithburg Rd.
Manapalan, NJ
07726



Jackson Mills
266 Jackson Mills Rd.
Freehold, NJ
07728



Pritchard
23 Pritchard Lane
Sicklerville, NJ
08081

Welcome New Employees

New Employees and Interns who completed 90 days by September 28, 2025

Acosta, Bionca School Kitchen Aid Cook Food Services	David Jr., Julius Intern DCF-RTC Holley	Gault, Phillip Residential Assistant DCF-PCH BHDD Estell Manor	Saah, Sigourney Personal Assistant DDD - Cavan House
Afriyie, Adwoa B. Personal Assistant DDD - Davinchi	Davis, ChoDayah Teacher Aide DOE-Sawtelle Learning Ctr	Grossman, Kristen Teacher Stud w Dis TSWD DOE-George Washington	Sarpong, Adam Residential Assistant DCF-GH1 IDD Wood Haven
Allen, Simone M. Residential Assistant DCF-PCH IDD Lawnridge	Davis-Wingster, Sheryl K. Residential Assistant DCF-PCH IDD Sawtelle Hall	Harrison, Janice M. Residential Assistant DCF-PCH IDD Lawnridge	Saunders, Cierra Residential Assistant DCF-PCH Coopers Crossing
Barnes Jr., Owen A. Residential Assistant DCF-RTC Kilbarchan	Diggs-Short, Ebony Residential Assistant DCF-RTC Kilbarchan	James, Alif Residential Assistant DCF-PCH Davis	Stevens, Abigail M. Teacher Aide DOE-George Washington
Bell, Tanisha Personal Assistant DDD-Hilltop	Enyart, Chitima Residential Assistant DCF-GH1 IDD Wood Haven	Kinsley, Diana Consultant NonEE DOE-Sawtelle Learning Ctr	White, Shana Case Manager DCF-RTC Kilbarchan
Caizza, Julia G. Residential Assistant DCF-PCH Sayre	Esperance, Marie J. Personal Assistant DDD - Davinchi	Oghagbon, Osasere Residential Assistant DCF-IRTS Kilbarchan	Zapata, Roberto Residential Assistant DCF-PCH Sicklerville
Cuvilie, Rusheena A. Residential Assistant DCF-GH1 IDD Wood Haven	Gaspar, Dafina Teacher Aide DOE-Sawtelle Learning Ctr	Rasool, Misbah Accountant Staff Accounting & Finance	



Promotions

Congratulations!!!

Your dedication and hard work have truly paid off.

Wishing you all the best in this new chapter of your career at YCS.

Bianca Flint, Board Cert BehavAnalyst, HealthSvc-Behaviorists-S

Bridget G. Nichols, Teacher, DOE-Sawtelle Learning Ctr

Chaya Copes, Shift Supervisor, DCF-PCH Sicklerville

Dominika Brandt, Teacher Assistant, DOE-Sawtelle Learning Ctr

Generia Burgess, Teacher Assistant, DOE-Sawtelle Learning Ctr

Isaiah A. Davis, House Manager, DDD-Buena Vista

Work Anniversaries

Congratulations!!!

25 YEARS

Jennifer J. Wade, Nurse LPN, HealthSvc-ResidentNurse-N

20 YEARS

Judith Halsey, Nurse LPN, HealthSvc-ResidentNurse-N

15 YEARS

Lorenzo Joyce Jr., Shift Supervisor, DDD-Toledo

5 Years

Richard Lawrenceco, Personal Assistant, DDD-Forest

Vanesha Walls, Residential Assistant, DCF-PCH Sicklerville

Shoutouts

To All Our Amazing Employees!

- ★ **Aaron Clark** and **SRT** 1,000,000 times shout out for helping our region in so many way. He helps when we need last minute coverage and is always quick to respond with support. We appreciate you.
- ★ **Bradshaw Vetterly** has been such a strong advocate for our programs. Our region would be lost without his strength, advocacy, and support. We are so lucky to have such a great VP!
- ★ **Chaya Copes** and **Sasha Henriquez** Big thank you for helping Wood Haven when there was a call out. Your help and extra support is greatly appreciated.
- ★ **Christinia Bell** shout out for always being helpful and reliable!
- ★ **Dina Sundberg** has been incredibly helpful with everything for Clinical Brain Trust. She dedicates so much time and effort into making changes that meet the needs of our clinicians. We appreciate all the hard work Dina does.
- ★ **Elizabeth Barry** continues to demonstrate strong leadership in her role as Program Director and a mentor for other Program Directors. Liz provides support, encouragement, and compassion for her staff and youth.
- ★ **Emily Miller** always goes above and beyond as a Case Manager, wearing many "hats" when needed. Emily is an incredible trainer to our new case managers, and we are so grateful to work with her.
- ★ **Frank Franceschini** is such a great clinician for our boys at Woodhaven. He has been an informative and dedicated new member of our team.
- ★ **Isabella Festa** A big thank you for all of her hard work covering clinical services at several sites. Your care and passion for your work is evident in the work you do. You are a great leader and role model for all clinicians!
- ★ **Latia Jones** has been doing a great job with her transition into her role as a Clinician at Haddon Heights. Latia has built rapport with the youth, and continues to learn and grow. Haddon is so lucky to have such a strong clinician.

Shoutouts

To All Our Amazing Employees!

- ★ **Michele DiFilippo** and **Sandra Gonzalez** deserve 1000 shoutouts on payroll weeks! Great job working together to assist YCS employees with payroll.
- ★ **Olamide Adejumo** and **Joseph Ciapanna** Warm Welcome for joining our Coopers Crossing Team! We are so excited to work with you and the youth are lucky to have such awesome supports.
- ★ **Osei Boateng** - His passion for teaching shines through every day. He takes the time to truly see his students, recognizing their strengths and using them as a foundation for growth. He creates a classroom where students feel motivated, respected and safe.
- ★ **Rayletta Garrison** and **Erin McCloskey**, thank you, for your leadership. So many of us couldn't do this work without your support. YCS is grateful for you!
- ★ **Raphael Lee** shout out for all of his help and hard work with covering throughout our region!
- ★ **Sasha Henriquez** has been focusing on employee engagement, and appreciation. Sasha is a team player who wants to work together with her Sicklerville team to improve processes, and provide support.
- ★ **Tahjanay Johnson** at Davis House has done an incredible job at ensuring that Davis remains compliant in training, and all staff are trained in their roles. Davis training percentages has significantly improved with the hard work she puts in.
- ★ **William Heins** - He consistently goes above and beyond for both his students and his coworkers. He brings heart, empathy, and boundless energy to everything he does, lifting up those around him and inspiring us all with his dedication.
- ★ **Zachary Cavalcante** is such a great supervisor. I'm lucky to look up to someone who provides such a positive environment to his program. Thank you Zack for all of your help and support.

Shoutouts

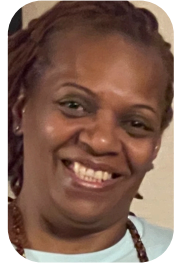


To All Our Amazing Employees!



★ ***Thank you, **Tara Augustine**, for treating our staff to delicious ice cream - you made our day - we APPRECIATE you 😊

★ Shout-out to **Marilynn Bragg** for her perfect attendance, excellent documentation, and commitment to staying 100% up to date with all agency trainings. We truly appreciate your hard work and dedication!



★ Big shout out to PA **Jalisa Oliver**! One of the newest members to the Davinchi team. Jalisa has displayed compassion and dedication for the guys at Davinchi. Jalisa goes above and beyond, and we are truly grateful to have her on the Team!



★ Big Shout out to Srt **Trevor Jackson** who responded to the call of duty as Grill master for Davinchi house Labor day BBQ!



Employee Snapshot



Lakirah McNeal

SRT Behavioral Assistant

Intern Corner

Zoe Weaver, QAPI Intern MSW program at Rutgers University



Why did you choose to accept an internship at YCS?

After receiving my undergraduate degree in Psychology at Stockton University, I chose my internship at YCS because their goals and mission statement really aligned with my personal values. I compared it to other agencies in the area and found that YCS would be a good fit for me as they really care about the well-being and goals of their clients.

How has your experience been so far in the QAPI Department?

Since beginning my internship, I have spent my time looking over data from the different services/programs we offer as well as just getting to know the overall layout of how QAPI works and all the different systems they use.

Has the internship met your expectations?

Yes. I have been spending one day a week at the girls group home in Haddon Heights where I am observing therapy sessions and hopefully can start psychoeducational groups of my own there in the near future. This resonates with my career goals of getting my LCSW and becoming a therapist for children and adolescents.

Even though I have just started, I really have enjoyed my time at YCS. I have met some really great people and am already gaining knowledge that I know will help me to succeed in my future career. I would say working with the girls at the group home has been the most rewarding for me as I have learned so much about them even in the short time I have been there.

I am eager to learn and get as much experience at YCS as I can to pursue my career as a future therapist.

Employee Spotlight

Jamie Fox Chief Quality and Compliance Officer



In 2001, Jaime Fox graduated from Bryn Mawr College with a dual master's degree in Social Service and Law and Social Policy. Just two months later—on July 11—she launched her professional career as an LSW with the YCS Partial Care program in the Southern Region.

Her leadership skills quickly became apparent, and she was promoted to Clinical Case Manager followed by Program Director; overseeing the Vineland, Sicklerville, and Haddon Heights Psychiatric Community Homes.

While taking on this significant responsibility, Jaime discovered her true calling. "I am more introverted, and I naturally gravitated to the administrative side of the job. Organizing tasks, managing paperwork, and ensuring compliance are my strengths." Where others shy away from rules and regulations, Jaime thrives. She even kept her very first Human Resources Manual from 2001—and still has it 24 years later.

Her success as Program Director did not go unnoticed. In 2005, soon after YCS created the Program Integrity and Accountability Department (now known as Quality Assurance & Program Integrity—QAPI), Jaime was asked to join it. Jaime recalls her first major challenge: "Everyone was doing things differently; my first task was standardizing processes across the whole agency."

Since then, Jaime has accomplished a great deal. She has successfully guided YCS through five CARF accreditation surveys and has played a key role with her team in helping staff prevent and address licensing violations. "I take pride in being someone people can go to for help. If I don't have the answer, I can at least help figure out who does have it," she says.

Jaime's passion for YCS, our fellow employees, and the individuals we serve is inspiring. No matter what obstacles come her way, she is able to overcome them with poise and clarity. She is always level-headed and collaborative in exploring ways to improve the quality of care our participants receive. It has been an absolute joy to work with her so closely for the past 10 years. Jaime has been there for me on multiple occasions personally, too, and while I won't go into detail here, it means a great deal to me. More important than her work ethic, I would say it's her heart and genuine kindness that are even more worthy of this opportunity to be highlighted. I am so very grateful to know her, and for her unwavering support and dedication to YCS. ~ Erin McCloskey, CIO, Privacy Officer

Employee Spotlight

Over the past 24 years, Jaime has seen YCS undergo many changes, none more significant than those of the past six years under Tara Augustine's leadership. "I look back at what our agency was then and now, and it's amazing what we've accomplished," she reflects. "Most importantly, I've felt much more included as part of the leadership team."

Looking ahead, Jaime remains committed to strengthening YCS. "Some of my goals now are to maintain our CARF accreditation and continue to make progress on our Performance Measurement & Management Plan (PMMP)."

Keys to Success

- I depend on my QAPI team (Matthew Hopkins and Aja Wallace). I truly appreciate everything they contribute to QAPI and YCS.
- I manage stress by staying active. I get up early and exercise every morning. Walking my dog and spending time with my family are wonderful stress relievers.
- I make time for joy. It's important to do the things that make you happy.
- Celebrate your wins. Take a moment to appreciate accomplishments.

Jaime is an advocate for change - she is always seeking out ways to improve performance and efficiency, choosing real solutions over firefighting. She is a champion for the rights of our participants, placing priority on the dignity and autonomy of those we serve. She has an encyclopedic knowledge of the maze of laws, regulations, guidelines, and contract requirements we must navigate through on a daily basis.

~ Matthew Hopkins, Performance & Data Analyst

"Jaime has a kind and calming presence. She works relentlessly and is highly detail oriented. Over the course of the year Jaime has helped me grow. I always feel heard and supported. She consistently demonstrates strong mentorship and continues to be a valuable guide."

~ Aja Wallace, MAHS, Quality Assurance Analyst

Happy Birthday!!

September Birthdays

Adayshia B. McKinnon	Chidi F. Okpara	Jahne Benthall	Melanie G. Landa	Tesha Bright
Aja N. Wallace	Chinua Massena	Jalisa Oliver	Michelle Simpson	Thelma G. Robinson
Ajana S. Brown	Christajah Lighty	James C. Magazine	Najira N. Burrows	Toni E. Dailey
Alan Calle	Christina M. Williams	Jarheina Anderson	Nakia McCray	Trevor Jackson
Alissa Reese	Cornelia L. Capers	Jennifer M. Stratton	Nakima Mayo	Tyler Roberson
Angela G. Aguilar	Courtlynn Way	Jessica Ortiz	Osasere Oghagbon	Tyrone McCants
April Anderson	Dafina Gaspar	Jessica P Smith	Randy Billie	Yadira A. Ruiz
Arilee Francois	DaNaisha Brown	Jorge A. Montanez-Murillo	Raven M. Young	Yoomi Mayhew
Ashley Teran	Darrell Harvey Jr.	Joseph W. Segro	Raysa Romero	Yvonne Montemurro
Ashley Wall	Deirdre Thompson	Kennedy King	Rogers D. Robinson Jr.	
Bashir Grimes	Denim Lighty	Lamar Scott	Romel Herron	
Boswell Brown	Dina Sundberg	LaMonica Preston-Miller	Shani M. Alexander	
Brenna Klesel	Dominika Brandt	Laurence Bernard	Shantel Francis	
Bria J. Troutman	Dutrill Reed	Lawrence A. Hart	Sharlene Mattie	
Brian L. Sykes	Elizabeth Jessen	Leighton Granston	Sherene Bartley-Butler	
Caitlin Corlett	Erin McCloskey	Luis A. Gonzales	Sofia M. LoSardo	
Chakor Claiborne	Felicia Minnigan	Marc S. Fair	Stephen G. Agunloko	
Charisse Marquez Nicdao	Grethel Quintana-Beyra	Marisol Rivera	Tahir X. Hopson	
Charlese Mathis	Gunneet Malhi	Marquita Hawkins	Taj Taylor	
Chaz Jeter	Helen Omolola	Mayra De La Rosa	Tamyra E. Robinson	



HAPPY
Birthday



Highlights

Buffalo House is Bustling with Activity



A night out on the town at BBQs



Happy birthday Serita! She was surprised to see her dad.



Buffalo ladies are learning how to cook breakfast, lunch, and dinner in addition to other daily independent activities.



Scavenger hunt at Goffle Park



Sunday morning breakfast

Highlights

House manager, Leidy Gomez, and residents from Morris House and Thomas House enjoy a beautiful day on the boardwalk in Atlantic City.



Davinchi House's night out! It was a lucky strike!



W.M. Celebrated the Big 50 on September 21. He was so excited!

Pet Therapy at the Lawnridge Home.



Highlights



Spirituality Mindfulness Graduation



Andrea Mayes with SBYS students volunteer to clean a park on Saturday.



D.C. from the Walnut home went apple picking.



Ms. Chinita from Bright Start doing a hair day with the youth.

Highlights

YCS Charity Golf Classic

Thank you for your participation and generosity that helped make the golf event a big success.



Highlights

Ruthie Harper Retires After Three Decades of Service to YCS

Ruthie Harper's last official day at YCS was September 15 – fittingly, the day of our annual golf outing. It was at this very event, which Ruthie and the YCS Foundation team launched more than 20 years ago, that she delivered her farewell remarks. In her speech, Ruthie spoke passionately about her gratitude for the opportunity to be part of YCS' mission, and about the many friendships she has made along the way—connections she will always treasure. She also offered a heartfelt thanks to her husband, Errol, for his unwavering support.



Ruthie's journey with YCS began in 1999, after two years of volunteering as a mentor. With Errol's encouragement, she made the bold decision to leave a high-paying corporate job and dedicate her professional life to YCS and the nonprofit sector.



For the next 25 years, Ruthie poured her time, energy, and heart into ensuring that every child and program had the resources they needed to thrive. Whether working around the clock on Secret Santa and holiday campaigns so every child's wishes were fulfilled, transforming a storage room at the Holley Center into a recreation space, staging new homes for inspections, organizing countless luncheons and fundraising events, or thoughtfully inscribing encouraging messages on benches for the Dominic D'Agosta playground dedication—Ruthie approached every project with passion, creativity, and love.

On behalf of all the staff, we wish Ruthie many years of good health, adventure, and joy in this new chapter of her life. We will deeply miss her boundless enthusiasm and optimism.

In recognition of her extraordinary service, Tara announced during the golf outing dinner that one of YCS' new homes will proudly bear the name Harper's Lane—a lasting tribute to Ruthie's dedication and legacy.

Innovations

Victory Walls at Sawtelle Learning Center

Celebrating the Wins That Matter Most



In the spirit of positivity and recognizing the incredible work happening each day, we've introduced Victory Walls in every classroom and department across our school. These walls are dedicated spaces to share and celebrate the daily "wins," no matter how big or small.

The Victory Wall is our way of shifting our perspective by highlighting moments of progress, connection, creativity, resilience, and joy. Whether it's a student using a new word, a breakthrough in behavior, or a team member going above and beyond, these victories deserve to be seen and celebrated.

Together, we're building a culture of encouragement, reflection, and shared success, one win at a time.

Danielle DePeri
Administrative Assistant
YCS-Sawtelle Learning Center

*If you are doing anything innovative or unique at your program,
please share it with us.*

Agency Updates



Spirituality & Mindfulness Group for Staff



DISCOVER THE POWER OF MINDFULNESS

Finding out who you authentically are can be difficult in the challenging times we are now living through. YCS is offering a spirituality & mindfulness group for staff. The group is open to the first 10 staff who register and will be offered in Newark and Somerdale at a convenient time to allow full participation.

Discovering who we are requires time, effort and great intentionality. We will explore our feelings and viewpoints on the following subjects:

- Kindness
- Patience & tolerance
- Respect
- Forgiveness
- Inner peace
- Self-love

The groups will be in-person for six weeks and each session will be for 90 minutes.

***Step away from
autopilot. Reconnect.
Recharge.***

Date & Time:

Starting October 30th and November 1st
Thursdays, 6-7:30 PM, in Newark
Saturdays, 10-11:30 AM, in Somerdale

RSVP by October 20th. Space is limited.

To register, email: Chaplain@ycs.org



Agency Updates

UKGs Enhanced Mobile App Experience

Hello everyone,

At the heart of our organization, we focus on our people. That means making decisions that support everyone at YCS now and in the future. We constantly strive to offer the tools and resources that enable us all to be successful.

As you know, we have already made great progress in using UKG for timekeeping and HR purposes and continue to enhance the mobile app experience. The eventual goal is for you to have full access to and control over your own employment records, schedule, timecards, and pay here at YCS, including:

1. Hours worked
2. Locations worked
3. Pay statements
4. Accrual balances
5. Benefit information
6. Performance reviews, and more!

We're excited to announce that beginning January 2026 we're reintroducing the UKG Scheduling experience for all employees. The UKG Scheduling solution gives us one integrated location that is:

Easy to access – includes information when you need it, 24/7 via browser or mobile app

Easy to use – includes alerts and automation for daily tasks, schedules, open shifts,

Easy on the eyes – includes a modern look and feel with tiles, menus, and icons

In the coming weeks, look for more details via email and from the organization and your manager about fully adopting the UKG Scheduling solution. We'll also share information on available training content for you.

Until then, it's business as usual: Continue using the App to punch in and out, to enter Time Off Request tiles, to view your schedule in the system, and to enter availability requests!

Separate Box

Our goal as an organization is to make your job as easy as possible. Currently some of our programs are trying to do schedules twice: once outside of the system and once inside the system. By transitioning fully to the system for schedules, we will save you, our managers, the dedicated SRT employees, timekeeping support employees, payroll, and the organization as a whole time, resources, money, frustration, and process confusion.

Sincerely,

Erin McCloskey

CIO, Privacy Officer

Managers Meeting Bulletin

Key points from G&A Meeting September 18, 2025

Finance Department

YCS audit and financials from last year are still being finalized, but early results show about a \$50,000 positive outcome across residential and treatment programs — essentially a break-even year. Everyone should be proud of all the hard work that you have done. We currently have 27 more residents than at this time last year — not including the new programs opened this year. That is a huge accomplishment. We are also on target with our budget for where we need to be in this new fiscal year.

Petty cash: To replenish petty cash, the proper procedure requires that the request is put in Oracle. You need to attach any receipts for anything you've spent on petty cash. Or, provide the list of participants you gave allowances to, and then we'll do a replenishment. A clear step-by-step request for petty cash process is being written up to assist and help answer questions.

Please Note: Accounting has a complete list of everyone who is responsible for petty cash. Please contact accounting if you have any questions.

Note: it is important that if you feel there are any discrepancies in any of the processes, you speak up so that we can look into the situation and ensure that all the processes are working correctly.

Human Resources

This year's employment engagement survey – called Great Place to Work – will be conducted through UKG. This company is a leader in measuring employee trust index, workplace culture, and employee experience. You can see Great Place to Work certifications on many companies' websites. This survey is used by 21,000 employers across the United States and measures employee sentiment in five different dimensions.

The survey will be rolled out on Monday, October 20th. Please begin to promote the survey. It is a great opportunity for our staff to share their feedback in a confidential way.

Employee goals for new fiscal year: Please make sure that all employees have goals for the new fiscal year. It is important that you meet with each employee, so they are aware of these goals.

HR will be sending out a spreadsheet listing the 25 employees whose reviews have not been fully acknowledged in UKG for the last fiscal year. It is important for the administrative process that every employee's goals for the 2025 fiscal year have been fully acknowledged.

Managers Meeting Bulletin

Note: The Town Hall will be held on Thursday, October 16th. This will replace the monthly manager's meeting so it will be very convenient for all managers to attend. If you are planning to attend in-person, please be sure to submit at least one question that you may want to ask during the town hall at the time of registration. Mike Baguidy, VP of Training, will be this year's moderator.

Training

Lorenzo Brown has recently joined the training department team. He will also be replacing Laurie Levin, who has recently retired, as the director of the internship program. Lorenzo will do all the coordination of internships with the schools and the residential programs. He will also join the clinical rounds team. If you need an intern, please contact Lorenzo: lorenzo.brown@ycs.org.

There will be one change in the on-boarding process of Interns. All the PSFs will be processed by the Program Director/administrator giving them more control over the staffing of their program. More information will be provided with the roll-out of the new process.

Training Update: Trainings are at a 57% completion rate across the agency for the first 3 months of the new fiscal year. The department has adopted a system to spread the required training out over the entire fiscal year so every month employees are responsible for two or three training courses. This will take the burden off of everyone to complete overdue trainings prior to the end of a fiscal year. You can view the complete report here: [Total Completion Report 9.18.25.pptx](#)

Reminder Why Keeping Current is Important: There has been an uptick in worker compensation claims. All employees will be better equipped to do their job effectively and safely if they complete their trainings.

Keep in mind; Medicaid auditors want to see that we've completed our trainings. It is part of our compliance.

Did you know? One employee's notes, documentation, and training records were so stellar and stood out above all the rest. When the leadership became aware of this, that person received a bonus. The hope is to be able to reward more employees in the future for similar performances.

Information Management Systems

IMS will be rolling out a new PSF process for managers to utilize when bringing on new interns. It will be a very easy transition and will give managers more control over the on-boarding process.

Managers Meeting Bulletin

Scheduling System: IMS team will also be rolling out a new scheduling system in UKG. The rollout will be implemented over the next 90 days so that everyone is sufficiently trained. It will become mandatory January 1, 2026.

All schedules will be required to be posted in advance in UKG. Open shifts will be picked up through the system as well. The new system will allow for greater accuracy in tracking employees' times and work locations and will be the system of record for YCS. Paper schedules will be eliminated.

Trainings on Phone Apps: IMS and the training department have teamed up to make sure that all employees will be fully prepared to access Scheduling on their phones through the UKG app.

Note: IMS has requested all managers to forward the email announcements about these changes directly to their employees. IMS will send out all notifications to the managers so they can share them with their employees.

Treatment Plans: October 1, 2025, IMS will be rolling out new treatment plans for youth residential services program managers. Clinicians in those programs have been trained and have access to the development system. If you have any questions, please reach out directly to ecrhelp@ycs.org.

All monthly reports are now housed on the OPS and IMS pages. You will be able to review your contractual outcome reports, deliverable reports, and LOS reports.

<https://ycsorg.sharepoint.com/sites/OPsandIMS/SitePages/CollabHome.aspx>

Shift Notes: It is important that shift notes – especially for adult programs – be descriptive. IMS is working on prompts to help the staff better complete shift notes. If managers need any help reviewing the shift notes of their employees, please contact IMS for assistance.

Please note: Super users who have completed all their reports are eligible for the quarterly bonus. Tentative payout is scheduled for October 24, 2025.

IT

Please find Microsoft Office 365 login reports on the IT page. We have had a slight decrease over the past month. There are currently 22 programs that fall under the 85% threshold. 61 programs are above.

<https://ycsorg.sharepoint.com/sites/YCSEmployeeSecuredSite/SitePages/YCS-Employee-Secured-Site.aspx>

Managers Meeting Bulletin

Practice Integration

There will be a change to the clinical care rounds schedule. This fiscal year, in-person rounds will be held quarterly at a centralized location. The goal is to have the first in-person rounds in November (date and location TBD).

These quarterly sessions will be mandatory for all DCF residential clinicians. However, all other clinicians are always welcome to attend. In October, anonymous questionnaires will be sent out to better understand the topics important for clinicians.

Please Note: Parent Child Relational Therapy, originally scheduled for 2025, will now be offered in 2026.

We're happy to announce that the internship participation in the clinical grounds training has been highly successful and it has contributed to interns returning to YCS as full-time employees!

QAPI

Fire Drills: Every drill must be entered into the ECR after completion. This includes all the accurate information as to the time the fire drill was conducted. QAPI carefully reviews all these reports, and it is important that they be accurate so that safety officers can receive their stipend.

Medications: Please check the expiration dates on all over the counter and prescription medications. Replace all medications that are expired.

Note: Keep your facility secure. Please keep the doors locked. Also keep exterior lights functioning so that the third shift can come onto the property safely.

Physical Controls: The agency is averaging about 20 physical controls per month. The documentation required after each physical control includes post physical control order, post physical control nursing assessment, post physical control participant, debriefing, and staff debriefing. It is critical that all these reports be completed.

QAPI will be sending out an email to all programs about a mandatory training regarding the documentation and completion of physical control reports. The meeting will be on September 30, 2025, at 1 PM.

Charting Life Course for Adult DD Participants: This is an annual assessment that includes the participation of a family member or guardian and/or a support coordinator. It is an opportunity to do a complete assessment of what the family and participant feel they need to improve their daily life as they go forward. Please put reports in the ECR by September 30th.

Managers Meeting Bulletin

Foundation and Allied Services

Thanks to everyone for supporting the golf outing this year. The auction brought in \$23,000! A big part of this success was all the donated baskets by each program. The entire golf outing raised over \$220,000.

Holiday Giving Campaign and Secret Santa: You will be receiving an email soon from the Foundation regarding your request for clients and parties. Note: when you request money for holiday funds, please be sure that your credit card statement and purchase order identify the Foundation.

Holiday Parties: The Foundation has received requests from organizations and volunteers to coordinate fun activities for the participants during the holidays. Please respond to the Foundation's request for your needs so that we can match your program with the donors.

Gordon Family Trust Employee Scholarship: Over \$40,000 in supportive funding has been given out to 40 employees. Most of the requests were for college level programs. However, there were other requests for certifications and supportive courses.

Important: If you are interested in obtaining credentials in an allied therapy like meditation, mindfulness, etc., that can add a lot of value to your programs, please consider applying for future scholarships. If you have any questions, please contact Caitlyn. caitlyn.yerves@ycs.org

Tara's Agency Updates:

- YCS has been asked by the State of New Jersey to take on seven NJ Mentor residential programs. These programs are in Monmouth, Warren, Sussex, and Camden counties. There are six SPEC and one RTC level of care.
- This request by the State is a testament to all the hard work that you are doing every day. NJ Mentor strongly recommended to the State that YCS was the most capable organization to care for the individuals in these programs. Our management team and executive cabinet have been working with NJ Mentor to implement the transition.
- It's important that we are all on the same page and consistent with the use of our processes that are in place, for example UKG, ECR, Oracle, etc. If you're being told to do something different than what policy states, please let your manager know or shoot me an email so we can be aware of any discrepancies and address them.
- Referrals for outpatient services can be emailed to the Institute at institute@ycs.org. They need the family's name and phone number so we can directly outreach them.
- Next month, October 16, 2025, instead of the monthly Cabinet meeting, we will have our YCS Town Hall meeting. All that attend the monthly Cabinet meetings are expected to attend. It will be in-person and virtual. A virtual link will be sent to everyone prior to the meeting.



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