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HCE News

April 2012

April- Autism Awareness Month

In our mainstream culture, autism is often thought of as a childhood condition. This is because until very recently, public attention has been focused primarily on children and the importance of early detection and intervention. However, autism is a lifelong condition, and the available, necessary supports and treatments change as people on the spectrum move through major life phases. With the rising diagnostic rate of 1 in 88, and estimates that this trend will continue, it is important that we anticipate the pressing need for supports and programs for people on the spectrum across the lifespan.

Here at HCE, we are seeing a significant increase in the number of individuals with autism that are seeking assistance both for preparing to enter the world of work as well as those seeking employment.

In this issue of our HCE Update we would like to highlight three individuals with autism who participate in our programs- one is a high school student transitioning from high school to employment, one is an individual who is participating in HCE's Extended Employment Program, and the last is an employee of HCE.

Meet Aimee Atienza



Aimee Atienza is a twenty-two year old, young woman. She has been attending Hudson Community Enterprises since January of 2010, when DVR referred her for a Vocational Rehabilitation program.

Aimee has a diagnosis of Autism Disorder (Asperger's Syndrome). A graduate of McNair Academy High School in June of 2006, she participated in special education classes while attending high school. Following that, she then attended Hudson County College for 2 years, but struggled academically. Her work history was limited. Aimee's only exposure to work was in high school under HCE's WIN program. Aimee is a sweet, very special young lady whose laughter can fill a room. Since she began HCE, Aimee has grown socially and emotionally. She has made great strides in her interpersonal skills, and has been working hard in raising her productivity level. She works as an Extended

Improving the Community One Person at a Time

Employee in HCE's Fulfillment and Packing Division on a part time basis and works at Essex County Hospital on a part time basis, where she and her co-workers work under the supervision of a job coach cleaning upholstered chairs.

Meet Donald Peterson a HCE Records Management Specialist



Donald Peterson has been employed at HCE as a Records Management Specialist since 2009 and works out of HCE's 550 Broad Street location in Newark as a Records Management Specialist. Donald has been diagnosed with Aspergers' disorder, which is on the Autism spectrum. However, his disability is clearly overshadowed by the many accomplishments and positive qualities that Donald possesses. Donald is one of our highest producing scanners, and has shined throughout the years as being one of the most dependable, reliable, and helpful employees here.

Coming from Fair Lawn, NJ, Donald graduated from Nutley High School and went on to completing two years of college at the nationally recognized and highly selective Massachusetts Institute of Technology (MIT). After attending MIT for several semesters, Donald came back to NJ and enrolled in more classes at NJIT. Donald has since taken time off of school, but would like to re-enroll in college with the ultimate goal of graduated with a Bachelors Degree in Mathematics. Donald also mentions that his hobbies include listening to music and reading.

Donald enjoys working in HCE's ECM business and reports that he is "always busy and has made several friends while working here". It is also important to mention that because of Donald's hard work, he was given the Employee of the Month award in April of 2011. Donald also mentioned that working at HCE has made him feel better about himself, and has helped him stay more focused. Even his supervisors can agree. At Newark, his supervisor reports that "Donald is focused and passionate about his work. He is committed to providing our customers with the highest quality product and he consistently exceeds departmental goals." His other managers have noted that "Donald is a fast learner/worker and is precise and detailed. He assists in training students to scan, and can perform all scanning processes including book scanning. He is always accepting of work and attendance is great. His biggest strength is that he learns everything so fast and works just as fast. He is willing to share his knowledge with others and a pleasure to work with. I miss him here!"

It has certainly been HCE's pleasure to have Donald on our team. He is truly an inspiration to our staff as well as co-workers. Donald is a great example of how HCE's mission can be transcended through our remarkable employees.

Meet Kimathi White- a 17 years old High School Student

Kimathi was referred by the Jersey City Public Schools to HCE's Transition Program. As part of a work based learning program, Kimathi is assigned to TJ Maxx in Bayonne with six classmates and his counselor Mr. Johnson. This worksite is where he is acquiring the work skills he will need in the future.



His personality has become more upbeat, perky and alert. If he is having a negative day it is easier to refocus him and get him into the "work" has been given more responsibility. Last month, he was our host leader for two separate groups of interested future students and their parents. He presented himself with confidence as he stood in front of the group and eloquently described his experiences here at HCE and at his worksite. Kimathi also took initiative and showed these students and parents around the building and into the classrooms. Kimathi assists in reporting attendance every day for his class and he enthusiastically takes the initiative to inform staff of who is absent each day.

Kimathi has grown socially, emotionally and continues to practice and learn about acceptable work behaviors and skills as well as practicing good communication skills. He is successfully transitioning to the next phase of his life which he hopes to continue with some schooling. His ultimate goal is a rewarding future job.

HCE's Green Businesses Make a Difference



This year, once again, HCE participated in the Hudson County Improvement Authority's (HCIA) Annual Earth Day celebration. Held on April 21 in the Historic CRRNJ Terminal at Liberty State Park, this day-long event provided an excellent opportunity to learn more about the environment and create a memorable experience for your family. The theme for this year's celebration was "Living the 'Green' Life. All attendees were invited to make a pledge to do one "Act of Green" in or around their own home. HCE's shredding truck was on hand to

give a demonstration of its capabilities and to hopefully help some of the attendees to pledge to shed.

HCE's Shredding division is also participating in five Hudson County Shredding for County residents at FREE, on-site, mobile paper-shredding events at various locations throughout the County.

HCE Building Management Services Continues to Expand



Six individuals with disabilities applied to the NJ Division of Vocational Rehabilitation for assistance in finding employment. To obtain that assistance they met with a Rehabilitation counselor at the DVRS office that services Hudson County located at 438 Summit Avenue in Jersey City. This month all of them will be returning to that building. They will not be seeking additional services. They are part of a crew of HCE Building Management Services which has been awarded the contract to provide janitorial services at that building. In addition to DVRS, the building houses several other state agencies including the NJ Motor Vehicle Office. This contract has been

awarded to HCE through the New Jersey State Use Program, which is intended to create jobs for residents of the state with disabilities. We wish these new workers much success!

HCE's Enterprise content Management Services Rolls out Phase Two in Business Process Improvement Project

The Division of Consumer Affairs is the agency responsible for the regulation and licensing of professionals throughout the State of New Jersey. Over the last four years, Hudson Community Enterprises has been performing imaging and process improvement services for the Division, resulting in over twenty five million images created from their documents. The Division of Consumer Affairs is divided into Boards who are each responsible for the exclusive licensing of their respective professions. HCE is currently servicing 24 of the licensing boards within the Agency.

Over the last twelve months, HCE has been engaged in a three-phase project to assist the largest licensing board within the Division. This Board represents over sixty percent of all licensees from all professions statewide – currently at over 450,000 licenses with a new application workload of over 10,000 per year.

The initial phase of this project was focused on imaging all the existing applicant files within the Board. As part of this rollout, HCE created over 3.5 million images and provides access to these records online. This enables the State near-instant access to records while simultaneously eliminating over 150 cabinet drawers worth of storage space originally required for the paper.



On April 20th, 2012, HCE launched Phase Two: the design and implementation of a digitized mail management process for new applications. Division mail is routed to HCE's on-site Records Management Specialists, who process the mail, capture the images, and import them into an online portal. At this point, Division staff is able to process applications online, working solely through their computer monitor. Using prior HCE projects as a benchmark, it is expected to reduce bottlenecks and processing time substantially: a previous project resulted in an average processing time of 48 hours after launch from an average of over 8 weeks prior to launch.

HCE is currently working on Phase Three, which extends workflow development to all business processes within the Board and expects to be fully handling the mail process by December 31, 2012.

HCE Committed to Sustainability

Very shortly HCE will be rolling out a new web site. As part of this, HCE will be modifying its logo to reflect its commitment to expanding the green economy. HCE is proud that it has joined large as well as small corporations that are using innovative approaches that are smart business choices and raise the quality of life on our planet. Here at HCE we view sustainability not simply as a responsibility, but as an opportunity to innovate. This past year we achieved some remarkable results in this area through our greening businesses in Enterprise Content Management, Document Destruction, as well as in Building Management Services.



Each month we provided total building management services for over 2.7million square feet using green cleaning processes

Each month we provided document imaging services for over one million images

Each month we shredded and recycled over 50,000 pounds of paper



This past year we could have spared 774 trees if more businesses considered using HCE to go paperless

HCE Selected to Receive Humanitarian Award

The American Conference on Diversity is a nonprofit organization that promotes initiatives and programs throughout New Jersey that foster inclusion, respect and understanding for all, recognizing the value of diversity. Throughout its history, the organization has developed, hosted and lead a series of initiatives focused on promoting greater inclusion and understanding in schools, businesses, institutions and communities through its state-wide programs and the efforts of its eight local chapters throughout New Jersey.

On May 3, 2012, the Hudson County Chapter will present its annual Humanitarian Awards to Hudson Community Enterprises, Fidelity Investments, and Ahmed Shedeed. Unemployment among individuals with disabilities remains high. Employment circumstances facing minorities with disabilities are bleak. HCE is receiving this role because of the leadership role it has taken in the community to promote employment of persons with disabilities, particularly from the minority community.

Here are some factors that help to perpetuate the high unemployment rates of persons with disabilities from culturally diverse backgrounds:

- * People with disabilities from culturally diverse backgrounds experience twice the discrimination experienced by non-disabled people in the minority community. Both disability and race complicate the situation.
- * There is disparity in rehabilitation services provided to minority persons with disabilities.
- * Educational opportunities are less available and affordable to individuals with disabilities from culturally diverse backgrounds.
- * Inadequate transportation and housing in disadvantaged communities intensify the employment barriers for minority people with disabilities.
- * Cultural differences are not clearly understood by individuals or organizations designing programs to support the employment of minority persons with disabilities.
- * Companies that include people with disabilities in their diversity programs increase their competitive advantage. People with disabilities add to the variety of viewpoints needed to be successful and bring effective solutions to today's business challenges. The American economy is made stronger when all segments of the population are included in the workforce and in the customer base.

Remember that it is ability that counts. Call us with your job openings, we have many qualified candidates

