



Annual Report

2020-2021



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Description of Organization

Dawn Enterprises, Inc. is a private non-profit 501 (c) 3 organization that offers Employment, Housing and Community Support Services to assist individuals of Southeastern Idaho with mental, physical, or social disabilities to achieve independence up to each person's maximum capability.

Dawn Enterprises filed Articles of Incorporation on the 20th day of December 1974. Dawn Enterprises, Inc. has been in continuous operation since and continues to be governed by a Board of Directors who are volunteer citizens from the local community with a wide range of interest and expertise. Several are the parent of a disabled individual. They meet monthly to oversee the operations of the company and to make decisions on the future course and direction of the organization. The Executive Director, in conjunction with the Assistant Director, oversee the day-to-day operations of the organization and report directly to the Board of Directors.

The organization is divided into four departments, each managed by an individual selected for experience, education, and dedication to enhance the programs they oversee.

Employment Services -

Employment Planning Services is an individualized and systematic process of assessing an individual's aptitudes, interests, tolerances, strengths, limitations, and vocational options to develop employment goals and objectives.

Community Employment Services address questions covering areas such as appearance, resumes, applications, interview skills and work behavior. Information is made available regarding the employment market and how to locate available positions for which an individual is suited. Services provided in this program also include job development, task analysis, on-the-job training coordination, and follow-up activities directed at assisting referred individuals in successful job placement. This program offers ongoing support to both the employer and the individual.

Organizational Employment Services provide opportunities for individuals not ready for competitive community employment to receive vocational training that includes remunerative work experience with work skills training, vocational counseling, job related social skills training, and work behavior identification and modification that will deal with employment barriers and help prepare those served to move into some type of community employment.

Community Support Services -

The Developmental Disabilities Program is designed to assist individuals in learning skills necessary for integration into society. The individual is first assessed using a variety of assessments to find their strengths and needs. Based upon the needs of the individual, a plan is developed to assist them in learning skills to allow them to be as independent as they are capable of being. The skills addressed, based on each individual, can range from such things as washing and combing hair, showering, and brushing teeth, to more independent living skills such as developing and managing a budget, comparison shopping and personal relationships. Emphasis is placed on social skills such as appropriate conversation, social interaction and accessing community resources. The overall goal of the Developmental Disabilities Program is to teach an individual the skills they will need to no longer have to rely on an agency to assist them.

The Adult Day Care Program is designed to provide participating consumers the opportunity to engage in activities that are recreational in nature. These activities include everything from arts and crafts to swimming. From implementation date to present, the program has been utilized to provide the participants with a variety of activities. Bowling seems to be one of their favorite activities, as well as attending the occasional movie theater and visiting some of the parks and zoos within the surrounding areas. In conjunction with the individual's Targeted Service Coordinators, a wider variety of authorized activities are going to be added to their Individual Service Plan to allow for a greater mix of planned activities.

The Residential Habilitation Program is designed to provide services that improve the quality of life of the participating individual. These services are meant to supplement their daily living routine by doing for the individual what they cannot do for themselves, due to the severity of their diagnosis. These services include feeding, Range of Motion, and physical exercise, arranging transportation to access community opportunities, housekeeping, assisting with bladder and bowel movements, personal hygiene, meal preparation and leisure activities. Quite literally doing those things for the consumer they would not be able to do for themselves. These services are provided in the individuals place of residence, whether it is in the home of a relative or their own home.

Contracted Services -

This department works closely with the vocational department and the community to provide work training opportunities and income for the organizational employment program. Current work training opportunities include a work activities center, a sewing, and a custodial crew.

Volunteer Board of Directors

Mike Rice - Emeritus

Dr. David Case

Tom Packer

Pat Christensen - Emeritus

David Tanner

Dr. Leon Peterson

Dr. Tracy Jenkins

Executive Director - Donna Butler

Assistant Director/Fiscal Coordinator - Teresa Oakes



The Department of Health and Welfare (Medicaid), Idaho Division of Vocational Rehabilitation and the School Districts have a standard 'fee for service' that is paid for the individuals we serve. This fee is negotiated on an annual basis and is the same for every Idaho agency that provides services. The Contracted Services are negotiated on an annual basis with the individual businesses for which we provide services.

Dawn Enterprises, Inc. bases its programs on the needs of current and prospective consumers. We strive to disseminate information about the services being provided at Dawn Enterprises, keeping the referring agencies, funding agencies and public abreast of current program developments, and to monitor community needs and satisfaction to maintain and enhance program quality.

Dawn Enterprises, Inc. is the only ***non-profit community rehabilitation agency in Bingham County*** and remains the only agency in the county that provides organizational employment skills training. Our services are unique in that we provide an opportunity to achieve a level of independence not always available to these populations. Dawn Enterprises, Inc., unlike other agencies, have the resources to meet the vocational needs, the developmental needs, and the housing needs of our individuals. Other agencies offer a limited mix of these services.

Dawn Enterprises, Inc. maintains relationships with a variety of outside professionals to enhance the services provided to our consumers and the community. We maintain professional relationships with a Lawyer, an Insurance Broker, a Physician, a Registered Nurse, a Psychologist, a Social Worker, a Speech Therapist, a Physical Therapist, and an Occupational Therapist.

Dawn Enterprises, Inc. utilizes the wide expertise of the Board of Directors, the persons we serve and the local community to provide ongoing input on a regular basis. An internal system is in place to implement these ideas into the formal planning process of the organization. In addition, a Board and consumer representative are involved in most every formal committee within our organization.

Our organization employs a variety of full-time and part-time management, direct care, and general labor personnel. Placement referrals primarily come from the local employment agency. Dawn Enterprises, Inc. maintains a hiring practice policy which includes screening, background, reference, and credential checks. New employee training is completed during the initial orientation process and once completed, the new employee will participate in the ongoing company training program.

As a service organization working primarily with people, Dawn Enterprises, Inc. is vulnerable to many inside and outside risks. In addition to the standard structure, vehicle, employer and employee insurance protection packages, our agency maintains comprehensive company policies and procedures to prevent potential liabilities.



Executive Summary

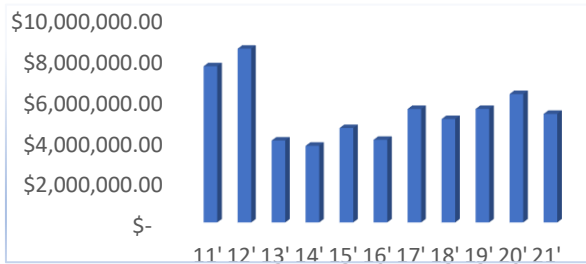
Although our mission to provide opportunities and inclusion for all individuals with varying disabilities continues, the approach has changed significantly over the years. Because Blackfoot is a small community with limited resources and employment opportunities, Dawn Enterprises, Inc. found it necessary to create those opportunities here, under our roof, with the resources and talents we already have available to us.

In addition to providing direct care services, Dawn Enterprises, Inc. has evolved into a well-known and respected manufacturing facility providing finished sewn goods to the United States Defense Logistics Agency through government contracting and to several small and large commercial companies. Our Computerized Cutting and Pattern Design systems, along with our reputation for producing quality products, continues to open doors for additional opportunities. As a result, we are growing jobs and revenues, and impacting lives beyond the population we targeted in our original mission. An article recognizing Dawn Enterprises, Inc. as one of the leading employers in our area previously appeared in the Bingham County Magazine, a compliment we take great pride in.

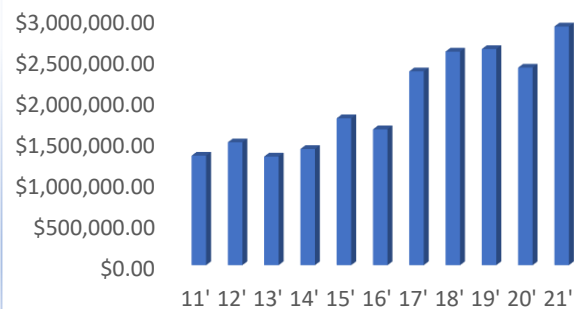
Our *sewing manufacturing* department continues to maintain the *ISO 9001:2015 certification* through annual monitoring.

Dawn Enterprises, Inc. provided full and part-time *employment to 62 individuals who are blind or have a significant disability.* Our advertising and referral sources are primarily the Idaho Division of Vocational Rehabilitation, Idaho Department of Labor, and the Commission for the Blind. We have traditionally worked closely with the local American Legion Organization to obtain Veteran referrals.

Manufacturing and Product Revenue



Wages and Benefits



Meaningful Employment Opportunities for All People, with and without Disabilities

The **Vocational Program** continues to make tremendous strides towards enhancing consumer employment opportunities and consumer service delivery. The Vocational Team has been successful in pulling together an effective team that has worked harmoniously towards increasing work opportunities in both, the manufacturing division at Dawn Enterprises, Inc. and in the community, towards increasing motivation to improve productivity and morale and towards taking a more realistic approach to the work area job changes.



During the 2020-2021 fiscal year, the **Vocational Program** continued to encourage employer involvement and feedback. An employer survey is consistently used to allow the employer to rate how the employee has been doing and identifies areas of need. This survey also gives the employer an opportunity to rate our services and quality of job coaching that is provided to the employee and any concerns or suggestions they may have that would improve our services. The surveys are sent out bi-annually approximately one month before the employees staffing so these issues can be addressed at that time.

The **Supported Employment** assisted a total of 12 individuals in securing and/or maintaining their employment in the community with the assistance of our job coaching staff.



The **Job Skills classes** will continue to evolve. The curriculum will continue to improve and expand to include more resources that are appropriate for the different levels. Community activities and involvement is strongly encouraged and will serve several purposes, such as: aiding the program participant in becoming less anxious about becoming employed in the community; educating the community about our programs; allowing businesses to become aware of our capabilities, and to serve as a support for those individuals that are currently employed or seeking employment. This class will also participate in tours of various businesses in the community to learn more about the possibilities that could be available to them.

The **Organizational Employment Services** served 17 individuals during the fiscal year 2020-2021. Duties included tasks that are associated with the cutting and production of sewn products, such as anti-flash hoods, dust cloths, polos, leggings, embroidery, and specialty swim wear. Other duties included packaging and janitorial.

During the 2020-2021 fiscal year, our **Community Personal and Social Support Services** provided 32 individuals (7 *Developmental Disabilities Program*, 16 *Residential Habilitation* and 9 in *Adult Day Care*) with opportunities to develop, increase and/or maintain, as desired; adult daily living skills, social contacts, personal relationships, community networks and new supports.

This has certainly been another unprecedented year, and it has been proven again, that program participants, employees and the Board of Dawn Enterprises are flexible and resilient. We are committed to the continuation of services, provided in safe environments to support those individuals that chose to receive services through our agency and to the individuals that chose our organization as a workplace.



I am inspired by the life-changing work that we do at Dawn Enterprises to fulfill our mission to improve the function and quality of life for people with disabilities or limiting conditions. I could not be prouder of our devoted employees.

Highlights from the 2020-2021 Fiscal Year include:

The 2020-2021 FY closed out with some of the same challenges as the previous year. Again, despite the challenges presented by the pandemic, there are many accomplishments that we can all share great pride in.

- We shipped out approximately 153,115 Anti-Flash Hoods and stayed on task to meet the demands of all three (3) Contract Awards,
- Kept our total workforce employed,
- Received an 'exceeds expectation' on our CPARS (DOD contracting) evaluation,
- Began shipments on a contract with VF for Garment Bags (our design) that will be distributed to Homeland Security personnel,
- Maintained recognition as a competitive employment site,
- Continued to work with Source America as a Commercial Contracting site,
- Continued to work closely with BYU-Idaho engineering program to develop folding jigs that will be used in the work area,
- Continued to work closely with BYU-Idaho fashion designing program by hosting interns and by welcoming student group tours as part of their curriculum.
- Maintained ISO Certification after a remote annual surveillance audit in August,
- Eliminated a non-income producing contract and acquired another cutting machine,
- Enhanced our Design and Development Program with a AccuMark 3-D software upgrade,
- Completed the close-out on an agreement to provide design consulting to Lynntech, a research facility, and to Texas A&M University, on a Balaclava redesign grant project,
- Held two (2) vaccination clinics at the facility,
- Refreshed the front office space and moved the service programs to the vacant building,
- Hired an Administrative Assistant to take some of the burden of daily admin activities,
- Contracted with an IT Company to provide networking, computer/cyber technology support, compliance, and security,
- The Executive Director was appointed by the Governor to an additional 3 yr. term on the Workforce Development Council,
- Finished the Fiscal Year with an increase in net assets.

