

CAREER TRANSITIONS ANNUAL REPORT 2018-19

Empowering Individuals to Reach Their Potential



Message from the Executive Director

I am excited that I have joined Career Transitions as the new Executive Director. We are a nonprofit organization that has been assisting clients and families with barriers to employment and economic security since 1981. We assist and strengthen communities, families, and individuals in becoming self-sufficient through workforce and community development, education, training, and employment. We provide job training, career counseling, and case management services to single parents, low income families, women interested in non-traditional occupations, single pregnant women, displaced homemakers, those with disabilities, veterans, and clients who are disadvantaged economically and academically.

As the Executive Director, I am committed to ensuring that the services that are provided are client centered, solution focused, and above all, individualized to best meet the needs of our clients. I am honored to lead the team of extraordinary people here at Career Transitions. Each staff member brings dedication and passion to their work. We are a team of advocates, who meet the client where they are and provide support to those who need it. Our Board of Directors and staff are all remarkable in their dedication to supporting people with barriers to employment.

We look forward to the future, and are excited for the development and growth of our programming through 2019-20!



Jennifer Sipes
Executive Director



Board of Directors

- Shaina Chepulis, President
- Debbie Brumley, Vice President
- Lucille Pope, Secretary
- Patricia Ramler, Treasurer
- Cheri Mann, Past President
- Thersia Hancock, Director
- Tracy Johnson, Director
- Shana Smith, Director

Employees

- Jennifer Sipes, Executive Director
- Kami Cole, Client Advocate / Case Manager
- Melissa Hansen, Administrative Assistant
- Brittany McCulley, Client Advocate / Case Manager
- Kristi Wetsch, Gallatin Valley Farmers' Market Manager



OUR MISSION

Career Transitions, Inc. is a 501(c)3 nonprofit organization that has been assisting clients and families with barriers to employment and economic security since 1981. Our mission is to assist and strengthen communities, families, and individuals in becoming self-sufficient through workforce and community development, education, training, and employment.



Our Programs

Bookkeeping, Payroll, QuickBooks

Students learn about the recording of financial transactions and bookkeeping terminology.

Career Counseling

We help people become self-sufficient, as we provide one-on-one career counseling and computer access for online career services.

Certified Nursing Assistant (CNA)

This training offers a combination of academic and hands-on experiences that provides students with an in-depth understanding and application of the required skills for nursing assistants.

Class A Commercial Driver's License (CDL)

The student attends one-on-one classes that will prepare him or her to obtain Class A CDL.

Computer Literacy

Students attend one-on-one tutoring to gain the necessary computer skills often required in the workplace.

First Aid/CPR

Students will receive training in First Aid and Basic Life Support CPR (adult, child and infant).

Gallatin Valley Farmers' Market

Career Transitions sponsors the Gallatin Valley Farmers' Market that provides an opportunity for local vendors of homemade food, handmade crafts, and locally grown produce to market, display, and sell their goods.

HiSET/GED (High School Equivalency)

We help individuals without a diploma prepare for their High School Equivalency Test.

Microsoft Office

This course will introduce students to Microsoft Excel and/or Word.

Montana Pathways – Temporary Assistance for Needy Families (TANF)

Career Transitions is the contractor for Montana Pathways - Temporary Assistance for Needy Families (TANF) for the Montana Department of Health and Human Services for Gallatin and Madison Counties in Montana.

Workforce Innovation and Opportunity Act (WIOA)

Career Transitions is an adult service provider for the Workforce Innovation and Opportunity Act (WIOA) for the Division Management Services Bureau in the Department of Labor and Industry for Gallatin and Park Counties.



OUR IMPACT

352 People Served

287 Vendors

1,298 Inquires



Bookkeeping, QuickBooks, Payroll

25 Students Attended

\$17.50/Hour Average Wage

Student Testimonial

"I am currently working in a field where I use Bookkeeping, QuickBooks and Payroll on a daily basis. I would most definitely recommend Career Transitions classes to anyone. I think they are fun, easy to follow and very informative. They are reasonably priced classes. Based on my experience, I think you get more than what you are paying for which is really great. I would personally like to thank you guys. I would not have been nearly enough prepared to take this role on as an Office Manager. Mrs. Patterson gave me the confidence and basic knowledge and tools to be a successful bookkeeper and QuickBooks user! You guys seriously rock!"





Certified Nursing Assistant (CNA)

15 Students Attended
\$16.00/Hour Average Wage

Student Testimonial

"Taking the CNA class solidified my twenty-four-year-old dream of becoming an RN. I am enrolled at Helena College to start my RN Associates degree this January. I am currently working as a CNA in the rehab unit of Gallatin Rest home. I have not only been able to use and perfect the skills taught in class, I have been able to assist patients first hand in rebuilding their strength and confidence. The feelings of satisfaction and fulfillment are far greater than I had expected. I know with no uncertainty I have found the career I was meant to have."

Class A Commercial Driver's License (CDL)

10 Students Attended

\$22.00/Hour Average Wage

Student Testimonial

"I am the Director of Maintenance for an aircraft company and using my CDL to drive vehicles to maintain the aircraft. Your course was very straight forward and flexible with my schedule."





HiSET (High School Equivalency) Test Preparation

42 Students Attended

31 TABE Testing

3 HiSET Test Ready

3 Partial HiSET Test Taken

5 Passed HiSET Test

Special Thank-You

Thanks to the Belgrade High School, the Belgrade Alternative School, teachers, counselors and administrators who we often collaborate with to better serve students.

Montana Pathways / TANF

164 Clients Enrolled

96 Clients Closed, 22 who
closed due to employment at
some level

\$13.65/Hour Average Wage

Client Testimonial

"I am a single mother who had a professional career for over 30 years. Unfortunately, my business was displaced and my livelihood came to a screeching halt. Through Career Transitions and the Pathways program, I am receiving financial support to pursue a new career as a licensed appraiser through course work and on-the-job training. I am very grateful for the program and the individuals who are supporting me through this challenging time. I am looking forward to this new career and becoming financially independent again."





Workforce Innovation and Opportunity Act (WIOA)

7 Clients Enrolled

4 Received Training

4 Clients Used Skills in Current
Position or Own Business

Client Testimonial

“I’m a single mother with two children and received training in Cosmetology. I was given the opportunity to work with WIOA and received a grant. Without it, I could not have afforded to enter the workforce. This organization gave me options to apply for work and it gave me tools and equipment that will maintain the longevity of my health and body ergonomics for many years to come. I can't imagine how stressful it would have been to get even the basic equipment needed to take a position while still feeding my children. All of the incredible professionals I've had the opportunity to work with in navigating the program have been exemplary! Thank you to everyone involved in making this an available resource to individuals like myself. You make the world a better place.”

Gallatin Valley Farmers' Market

227 Farmers' Market Vendors

92 Holiday Market Vendors

6,000+ Community Attendees

Special Thank You

Thank you to our dedicated staff Kristi Wetsch, Michele Letendre, and Pat Whitlock, and our volunteers and vendors who continue to support the mission of the Farmers' Market to provide an opportunity for local vendors of homemade food, handmade crafts and locally grown produce to market, display and sell their goods to promote economic well-being and support the development of home-based businesses.



Financials

Statement of Financial Position

| | |
|----------------------------|-----------|
| Total Net Assets | \$279,819 |
| Total Liabilities | \$ 22,049 |
| Total Equity | \$257,770 |
| Total Liabilities & Equity | \$279,819 |

Statement of Activities

| | |
|----------------------------|-----------|
| Revenue | |
| Grants | \$348,446 |
| Programs | \$124,140 |
| Investments/Other | \$ 23,706 |
| Total Revenue | \$496,292 |
| Expenses | |
| Personnel Expenses | \$296,221 |
| Assistance to our clients | \$ 4,806 |
| Operating/Program Expenses | \$193,109 |
| Total Expenses | \$494,136 |
| Net Income | \$ 2,156 |





*Career Transitions is a registered 501(c)3
nonprofit organization with EIN 81-0460686.*

Participate in a Program:

careertransitions.com/programs

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gallatinvalleyfarmersmarket.com

A program of Career Transitions

Empowering individuals to reach their potential.

