

# CAREER TRANSITIONS ANNUAL REPORT 2019-20

*Empowering Individuals to Reach Their Potential*



# Message from the Executive Director

We began our fiscal year in July 2019 with many ideas for new and improved programming to assist individuals in becoming self-sufficient through workforce development, education, training, and employment. Halfway through our fiscal year, as with everyone, the COVID-19 pandemic affected our families, our businesses, our communities, and our way of life.

The uncertainty and fear was magnified for the families we serve, who often struggle to make financial ends meet in the best of times. Amidst the chaos, we turned our focus to providing safe and healthy environments for our clients, students, vendors, staff, and community.

Our largest program, Montana Pathways Temporary Assistance for Needy Families (TANF) is often the program of last resort for families with nowhere else to turn for assistance. TANF allowed for some temporary policy changes so that all client meetings could be held virtually and there was a lift on work hour requirements to accommodate layoffs, furloughs, and children who were schooling virtually from home.

Truck drivers and health care providers were considered essential workers. Our Commercial Driver's License (CDL) and Certified Nursing Assistant (CNA) trainings continued using extra safety precautions, as well as our HiSET preparation course. Our programs for Computer Literacy, Microsoft Office, and QuickBooks were put on hold. Our Gallatin Valley Farmers' Market opened for the summer, following strict social distancing and sanitation rules set by the health department.

It's remarkable how much changed in just a few short months. We sense that the world has transformed in profound ways, yet we are uncertain about what the future holds. According to the Local Area Unemployment Statistics (LAUS) Program, Montana's unemployment rate jumped to 11.3% in April (national was at 14.7%) due to impacts caused by the COVID-19 pandemic. As of June 2020, it was at 7.2% and national was at 11.1%.

This forced Career Transitions to reflect on what is different and how we are called to respond. We will continue to assess each family's needs and provide resources where necessary. We will continue to improve our employment services model and training opportunities to support job seekers' efforts. We will continue to provide opportunities to support our vendors and community attendees of the farmers' markets.

Turning obstacles into opportunities has become a guiding principle for our team, so even with the challenges of the pandemic, we've found plenty of openings to do just that!



Jennifer Sipes  
Executive Director



## 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 TEAM

### Board of Directors

- Shaina Chepulis, President
- Debbie Brumley, Vice President
- Lucille Pope, Secretary
- Patricia Ramler, Treasurer
- Cheri Mann, Past President

### Employees

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



# 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 (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.



## OUR IMPACT

231 People Served

166 Vendors

902 Inquires





# Certified Nursing Assistant (CNA)

12 Students Attended

\$15.00/Hour Average Wage

## Student Testimonial

*"I am working at Home Instead Senior Care. I am one of their newly minted CNA's. I would highly recommend this CNA course. The CNA class has a great deal of learning done using a book, but also, hands on learning that you can practice over and over until you master the skill-like repositioning a client in bed, changing of briefs, and peri care. Learning personal care skills and basic nursing skills has made me a more confident caregiver. I'm more aware to provide privacy and using proper body mechanics to prevent injuring myself. The teachers were knowledgeable and made classes FUN."*

# Class A Commercial Driver's License (CDL)

13 Students Attended

\$21.50/Hour Average Wage

## Special Thank You

Thanks to Roger Kortan, our CDL instructor who provides one-on-one training to our students. His patience and dedication continues to provide essential skills for this important work.





# HiSET (High School Equivalency) Test Preparation

28 Students Attended

25 TABE Testing

3 HiSET Test Ready

## Special Thank-You

Thanks to Cinde Collins for her dedication as our HiSET Instructor. We also thank the Belgrade High School, the Belgrade Alternative School, teachers, counselors and administrators who we often collaborate with to better serve students.

# Montana Pathways / TANF

166 Clients Enrolled

83 Clients Closed, 34 who  
closed due to employment at  
some level

\$13. 37/Hour Average Wage

## Client Testimonial

*"I found myself a single mother in her 30's, working in food service. As I had no childcare, I quickly understood that my situation was unfeasible. Going back to school transformed my life. First, the schedule was much more conducive to the demands of parenting. Furthermore, I found myself excelling in all my classes and I was accepted into a highly competitive Ph.D. program in the sciences. The program will open a world of opportunities that I had never even dreamed of. This all would not have been possible without the support of programs like TANF, SNAP, and Parents As Scholars. These essential programs ensured that I was able to keep a roof over my daughter's head and food in her belly while I worked to create a better future for our little family. I look forward to the day when I can afford to contribute to these programs so that others can have the same opportunities that I have received."*



# Gallatin Valley Farmers' Market

73 Farmers' Market Vendors

93 Holiday Market Vendors

6,000+ Community Attendees

## Special Thank You

Thank you to our dedicated staff Kristi Wetsch, Michele Letendre, Pat Whitlock, Sarah Friedrich, and Alyssa Goulet, 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	\$346,706
Total Liabilities	\$ 11,964
Total Equity	\$334,635
Total Liabilities & Equity	\$346,706

## Statement of Activities

Revenue	
Grants	\$378,893
Programs	\$117,732
Investments/Other	\$ 27,360
Total Revenue	\$523,985
Expenses	
Personnel Expenses	\$214,888
Operating/Program Expenses	\$232,231
Total Expenses	\$447,119
Net Income	\$ 76,866





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

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Mail:

Career Transitions, Inc.

PO Box 145

Belgrade, MT 59714

Phone: (406) 388-6701

Fax: (406) 388-6592

Email: [ct@careertransitions.com](mailto:ct@careertransitions.com)

Website: [careertransitions.com](http://careertransitions.com)



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*A program of Career Transitions*

Empowering individuals to reach their potential.

