



George G. Glenner Alzheimer's Family Centers, Inc.® (GGGAFCC)

Policy and Procedure Manual

CHAPTER 1 - CORPORATE INFORMATION

This chapter provides required information on the corporation, the George G. Glenner Alzheimer's Family Centers, Inc.®, as a legal entity and its activities and places the Adult Day Program (ADP) and Adult Day Health Care (ADHC) programs in that context.

1.1 Organization History

Dr. Glenner and his wife held more than a passing interest in Alzheimer's when they established the Centers in 1982. Dr. Glenner was a physician and research pathologist specializing in Alzheimer's disease at the University of California San Diego Medical School. He became world renowned for his research and identification of the beta-amyloid protein, which is considered the hallmark of Alzheimer's disease and has allowed researchers to make valuable inroads.

However, Dr. and Mrs. Glenner were invested in more than research; they were very concerned with the living victims of this illness. They saw the day-to-day struggles of families desperate for help. In fact, the organization was born out of a heartfelt response made by the Glenner's after receiving a late-night call from a family caregiver struggling with his wife's dementia.

At the end of his emotional tether, the family caregiver wanted to end both their lives. It was this experience that moved Dr. Glenner and his wife Joy to establish services for those impacted by Alzheimer's disease.

Brief History

- 1982 - First Glenner adult day care center opened in Hillcrest.
- 1986 - Opened second Glenner adult day care center in Escondido; Moved existing Hillcrest program to new location in Hillcrest; Alzheimer's Respite Aides (ARAs) Training Manual developed; Organization became one of eight Alzheimer's Day Care Resource Centers (ADCRC) in the State of California.
- 1987 - Contract established with UCSD, National Institutes of Health, Alzheimer's Research Center for services/training provided to the UCSD mini-residency program on Geriatric Medicine; Alzheimer's Respite

Aides program training manual published; School of Dementia Care established; Sharing the Caring Training series created in partnership with UCSD, School of Medicine, Continuing Medical Education.

- 1988 - Third Glenner adult day care site opened East County.
- 1991 - Certified Nursing Assistant (CNA) program with a Dementia Care Specialist (DCS) certificate established (CNA/DCS).
- 1993 - School of Dementia Care approved by State as a Private Post Secondary Vocational School.
- 1994 - School of Dementia Care approved for Certified Home Health Aide classes; 4th Glenner adult day care center opened in South Bay.
- 1995 - Dr. George G. Glenner passes away from cardiomyopathy amyloidosis; Escondido social day care program expanded to include Adult Day Health Care services (ADHC).
- 1996 - John's Hopkins University Press published the school's training manual and video titled "Training Manual and Video for Dementia Care Specialists" and a student handbook titled "Handbook of Dementia Care".
- 1997 - East County Glenner adult day care site closed due to parish voting to utilize the space for child day care expansion.
- 1999 - Fifth Glenner adult day care program opened in Fallbrook; SeniorNet opened at the Hillcrest Corporate office building – program for seniors 55 and older to take computer classes; Living in Alzheimer's Disease - 60-minute caregiver video in English and companion handbook (English and Spanish language) produced with UCSD.
- 2000 - School of Dementia Care awarded grant from Aging and Independence Services, County of San Diego to establish the Guardian Angel Program; Established contract with Home Instead to write an Alzheimer's Companion Caregiver Training Curriculum.
- 2001 - The sixth Glenner adult day care opens in Encinitas.
- 2002 - Fallbrook center closes due to low census; began development of curriculum for Conversations with Caregivers

- 2004 - Viviendo en la Enfermedad de Alzheimer (Living in Alzheimer's Disease 1999) video released.
- 2005 - When Your Loved One Has Dementia is published by Johns Hopkins University Press-developed from Conversations with Caregivers training; Escondido center closes due to low census.
- 2007 - Received 3-year funding from the Weingart Price Fund to establish free continuing education to local healthcare professionals on dementia care.
- 2008 - Founder Joy Glenner retires.
- 2009 - Joined partnership with Southern Caregiver Resource Center (lead agency), Casa Familiar, Alzheimer's Association-San Diego Chapter, Elder Law and Advocacy, Jewish Family Services to provide coordinated services to the South County. Titled Partners in Caring and funded by the Weinberg Foundation.
- 2012 - The organization changes its Doing Business Name as the George G. Glenner Alzheimer's Family Centers, Inc.®.
- 2012 - The Adult Day Health Care Programs are renamed by the State of California to Community Based Adult Services.

The George G. Glenner Alzheimer's Family Centers, Inc.® continues this commitment to care for the living today by providing compassionate care and education for those suffering from Alzheimer's disease and their loved ones. Caring for the whole family has been our highest priority through education, advocacy, crisis intervention, referrals, financial assistance and exceptional service.

1.2. Mission, Vision and Core Values

1.2.1 Mission

Our mission is to provide quality adult day care and support services to families and others affected by Alzheimer's and memory impairment diseases. We do this by providing the following:

- Quality adult day programs
- Family support
- Case management
- Crisis intervention
- Family and community education
- Advocacy
- Information and referrals

1.2.2 Vision

We aspire to a world where families affected by Alzheimer's disease and memory impairment have peace of mind with a community of caring professionals trained to help their loved ones and to provide support and respite services to family caregivers.

1.2.3 Core Values

As the pioneer in serving families affected by Alzheimer's disease and memory impairment, we believe in:

- A culture of authentic compassion and care
- Dignity and respect for our elders
- The strength of and respect for the family
- Excellence in the quality of our service
- Integrity and the highest ethical standards
- The power of knowledge and education in the care of family members
- Innovation and learning
- Providing support to all regardless of ability to pay
- Stability and sustainability

1.3 Organizational Chart

The organizational chart is a diagram that shows the structure of the George G. Glenner Alzheimer's Family Centers, Inc.® and the relationships and relative ranks of its parts and positions/jobs. (Located in Appendix A)

1.4 Articles of Incorporation

The Articles of Incorporation are the primary rules governing the management of the George G. Glenner Alzheimer's Family Centers, Inc.® and are filed with the State of California. (Located in Appendix A)

1.5 Bylaws

The bylaws for the George G. Glenner Alzheimer's Family Centers, Inc.® regulate the organization and are concerned with the operation of the organization, setting out the form, manner or procedure in which the organization should be run. The bylaws were initially drafted by the corporation's founders and subsequent revisions are drafted by the directors under the authority of its Charter or Articles of Incorporation and then reviewed by the corporate attorney. Final approval is adopted by a vote of the Board of Directors. (Located in Appendix A)

1.6 Board Composition

The number of Directors of the George G. Glenner Alzheimer's Family Centers, Inc.® shall not be less than twelve (12) nor more than twenty-five (25). The exact numbers of Directors may be amended within the limits recited in the Articles of Incorporation and by resolution and affirmative vote of the Board of Directors. The qualifications for the Directors are:

- Integrity and moral responsibility
- Policy-making experience
- Ability to work constructively with other directors
- Capacity to evaluate strategy and reach sound conclusions
- Availability of time to do justice to duties as a director and willingness to devote the time required
- Supportive of Glenner's mission, growth, and sustainability as well as committed to our clients and their families
- Committed to providing time, talents, and treasure to Glenner
- Awareness of the social, political and economic environment

1.7 IRS Determination Letter for tax-exempt status

A determination letter is a legal document that the IRS generates after successful completion of an application by the organization. The final determination letter indicates approval of the organization and under which section of the Internal Revenue Code the organization is identified. For this organization that would be a 501(c)(3) organization. The determination letter also recognizes the organization as tax exempt. (Located in Appendix A)

1.8 California Approval Letter for tax-exempt status

A tax-exempt entity is a corporation, unincorporated association, or trust that has applied for and received a determination letter from the Franchise Tax Board stating it is exempt from California franchise and income tax.

Although most California laws dealing with tax exemption are patterned after the Internal Revenue Code, obtaining state exemption is a separate process from obtaining federal exemption. Even if you have obtained a

federal exemption for your organization, you must submit an Exempt Application form to the Franchise Tax Board to obtain a state tax exemption. (Located in Appendix A)

1.9 ADP and ADHC Licenses and Certification

Adult Day Programs are licensed by the State of California, Department of Social Services-Community Care Licensing Division. Adult Day Health Care programs are licensed by the California Department of Public Health and the California Department of Aging. Licenses are renewed annually. (Located in Appendix A)