



Date: November 16, 2020  
To: STEP Consumers/Guardians/Parents/Caretakers  
From: Brent Mikulski, CEO  
Re: Status of face-to-face services

We hope that everyone is keeping healthy and doing well. Due to the guidelines imposed within Emergency Order (MCL 333.2252, November 15, 2020) issued by the Michigan Department of Health and Human Services, and Governor Whitmer, STEP will be making some changes to our services effective November 18, 2020. These are intended to protect the health and safety of our consumers, their guardians, parents and caretakers and our STEP staff.

- Supports coordination services will be performed via telehealth from 11/18/20-12/9/20 unless there is an emergency.
- Most employment services will be performed via telehealth from 11/18/20-12/9/20, with the exception of those that require face-to-face interactions.
- Face-to-face skill building will be suspended from 11/18/20-12/9/20.
- Thrift stores will remain open. Consumers working at stores are expected to report unless they are directly contacted and advised otherwise.
- Any services that are performed face-to-face must adhere to all health and safety guidelines as outlined by the CDC, i.e., masks, social distancing.
- Work crews are still operational. Consumers on work crews are expected to report unless they are directly contacted and advised otherwise.
- Virtual skill building will continue. If you do not already participate in virtual skill building and are interested, we will be providing training opportunities this week. **DO NOT ATTEND THESE TRAININGS IF YOU ARE ALREADY PARTICIPATING IN VIRTUAL SKILL BUILDING.** The training days/times are below and can be accessed via Zoom on your computer or phone, or you can call in. Space is limited to 100 so if you cannot get into one session, please try another. If you cannot get into any sessions but are interested, contact your supports coordinator and she will put you in touch with Charmaine Kennedy, the Educational Coordinator.
  - Friday November 20 9-10 a.m.  
<https://us02web.zoom.us/j/86005888728?pwd=Wkp1cTNjVURMVkNpcm1GdXhQVWx3UT09&from=addon>  
Meeting ID: 860 0588 8728  
Passcode: 926736 One tap mobile  
+13126266799,,86005888728#,,,,,0#,,926736#  
or dial 312 626 6799
  - Friday November 20 12:00-1:00 pm  
<https://us02web.zoom.us/j/84525055976?pwd=ODF4Z2lJbFUvTnpPSDZ3R1V6cIE1Zz09&from=addon>  
Meeting ID: 845 2505 5976

Passcode: 183342 One tap mobile  
+13126266799,,84525055976#,,,,,0#,,183342#  
or dial 312 626 6799

- o Friday November 20 2-3 pm

<https://us02web.zoom.us/j/89487534060?pwd=RW45aU1abGRoaThKdnh4VTMxQ1hndz09&from=addon>

Meeting ID: 894 8753 4060

Passcode: 296340 One tap mobile

+13126266799,,89487534060#,,,,,0#,,296340# US (Chicago)

Or dial 312 626 6799

We will continue to engage with local, statewide, and national health offices to assure we are up to date with information being shared. We have the following lines of communication:

- Call 911 immediately if there is a medical emergency.
- If you are exhibiting any signs of COVID-19, please contact your primary care physical and/or insurance company for instructions.
- A hotline is available at 734-718-0071. This line will not enable leaving messages but will allow individuals to check on the status of STEP operations. If you need immediate help please call our our resource centers during normal business hours or after hours call the emergency line at 734-718-1416.
- Short updates will be posted on our website <https://stepcentral.org/> and on our Facebook page <https://www.facebook.com/enhancepotential/>
- Email to provide continued communication. If you have not already signed up for our emails, you can do so at: <https://stepcentral.org/contact/>.

We know that the past several months have been extremely difficult for everyone and that the numerous orders and changes can be quite confusing. If you have any questions, please contact your resource center or your supports coordinator to clarify any directions.

We continue to wish everyone well and will offer any type of assistance that we can during these trying times.

Brent Mikulski  
President and CEO

**Services to Enhance Potential COVID-19 Program Status  
Updated 11/16/20 3:00 p.m.**

Dearborn North Resource Center  
SUSPENDED 11/18/20-12/9/20

Front Desk: 313-278-3040  
Manger: Monica Sharf  
[msharf@stepcentral.org](mailto:msharf@stepcentral.org)

Western Wayne CRC  
SUSPENDED 11/18/20-12/9/20

Front Desk 734-722-1000  
Manger: Monica Sharf – See contact info above

Dearborn South Resource Center  
SUSPENDED 11/18/20-12/9/20

Front Desk: 313-827-0764  
Manager: Noreen Sarlauskas  
[nsarlauskas@stepcentral.org](mailto:nsarlauskas@stepcentral.org)

Detroit Resource Center  
SUSPENDED 11/18/20-12/9/20  
above

Front Desk: 313-827-0764  
Manager: Noreen Sarlauskas – See contact info

DREAM  
SUSPENDED 11/18/20-12/9/20

Main Number: 734-552-6860  
Manager: Randy Sidebottom  
[rsidebottom@stepcentral.org](mailto:rsidebottom@stepcentral.org)

Supports Coordination  
VIA APPOINTMENT/TELEPHONE

Director of Programs: Tamaria White  
[twhite@stepcentral.org](mailto:twhite@stepcentral.org)

Employment  
SOME WORK CREWS/SITES  
CURRENTLY OPERATING

Employment and Training Services Director:  
Terey Delisle  
[tdelisle@stepcentral.org](mailto:tdelisle@stepcentral.org)

Pre-ETS/Project Search  
CONTACT TERRIE HYLTON  
FOR INFORMATION

Competitive and Integrated Employment  
Manager: Terrie Hylton  
[thylton@stepcentral.org](mailto:thylton@stepcentral.org)

Thrift Stores  
OPEN

Regional Retail Sales Manager: Leah Cooley  
[lcooley@stepcentral.org](mailto:lcooley@stepcentral.org)

Manufacturing/Production

Director of Manufacturing: Tim Kachmarik  
[tkachmarik@stepcentral.org](mailto:tkachmarik@stepcentral.org)

Human Resources

Director of Operations: Jeff Bachynski  
[jbachynski@stepcentral.org](mailto:jbachynski@stepcentral.org)