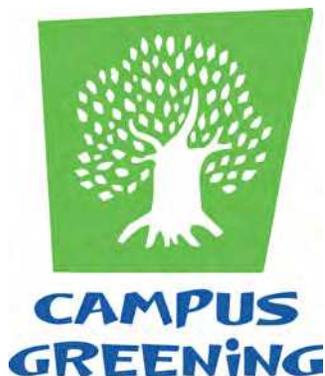


The Sounds of Sustainability



April 2019

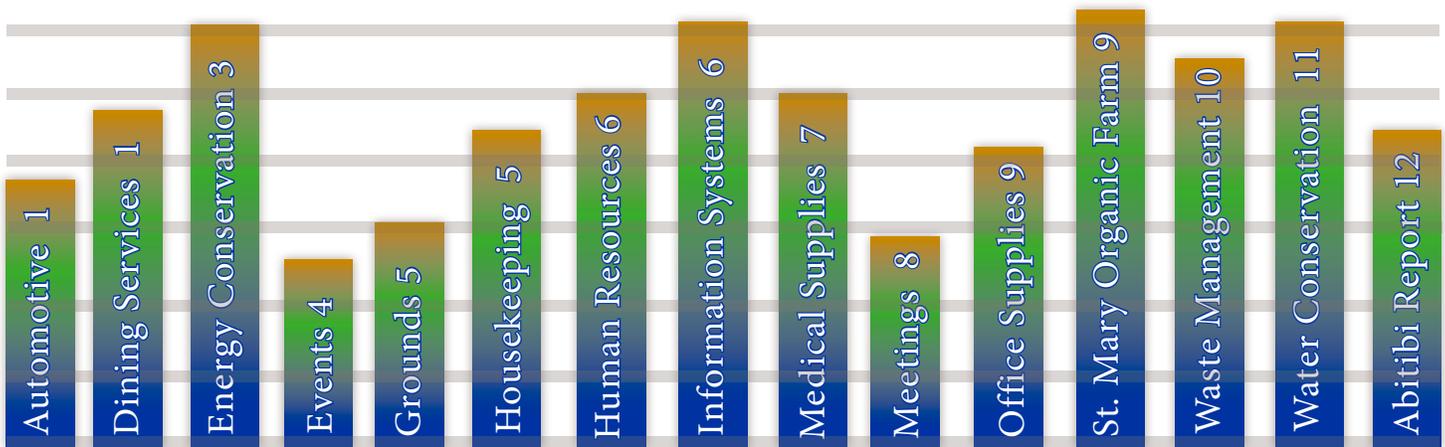
Current Greening Programs



Setting the Tempo

The IHM Sisters of Monroe, Mich., initiated a Campus Greening Committee in December 2003:

- To celebrate and raise awareness about the green initiatives completed on the IHM Sisters' campus to date;
- To provide oversight to a number of subcommittees established to look in-depth at specific areas of campus operations to determine if additional green initiatives are financially feasible and should be recommended;
- To increase staff involvement as leaders in tours and as educators regarding our programs.



IHM Campus Greening Committee

Molly Hunt, Sue LeBrun, Cristy Smith, Sharon Venier and Jackie Morelan, chair.

Campus Departments/Programs

Automotive

- ↪ Vehicles are routinely fueled before 8 a.m. (600 gallons/month).
- ↪ Motor oil is collected and recycled.
- ↪ Empty oil and antifreeze drums are returned to the supplier.
- ↪ Oil, antifreeze and windshield fluid are purchased in bulk to eliminate extra packaging and cost.
- ↪ Thirteen hybrid cars are in the fleet.
- ↪ The sisters purchase small cars that have lower emissions and better gas efficiency.
- ↪ Older fleet vehicles are replaced with newer models when possible for increased fuel efficiency and fewer maintenance needs.
- ↪ Eco-friendly driving tips have been relayed to the principal drivers of fleet vehicles.

Dining Services

- ↪ Menus are written based on seasonality and availability of regional fresh produce. When possible, these are produced locally, using sustainable food and/or practices.
- ↪ Classic comfort foods are always prepared fresh and never purchased ready-made. Some of the entrees made from scratch include lasagna, stuffed peppers, salisbury steak and Swiss steak. For desserts, all cookies, brownies and some pies are made from scratch.
- ↪ First national Stop Food Waste Day. Compass, the parent company to our onsite food service contractor, has committed to reducing food waste 25 percent by 2020. Waste on campus is reduced by making relish using watermelon rinds during spring/summer months and cucumber rinds during the fall/winter months. Bread crumbs are made from stale bread and hard heels that otherwise would have been disposed of.
- ↪ Improved use of plant-based proteins in our kitchens allows for vegetarian choices at each meal.
- ↪ "Specialty salad" is offered at lunch and dinner daily to increase awareness of wellness through nutrition.
- ↪ Nutrition awareness was expanded to include monthly tastings of new, healthier food options, such as seaweed, kale and fresh cranberries — known as "Superfoods" — to support improved sustainable nutrition regimen.
- ↪ Firsthand knowledge of product recalls through our vendor, Sysco, which helps us act quickly to remove products that can cause harm.
- ↪ Milk is rBST (Bovine somatotropin)-free, meaning that cows are not injected with the hormone to increase milk production. Cage-free shell eggs are used. This past year, we have purchased and used more than 9,375 dozen shell eggs.
- ↪ In 2016 Compass adopted the Global Animal Partnership (GAP) 5-Step Animal Welfare Rating Program.
- ↪ Compass is the first food service company to commit to 100 percent healthier slower growing chicken by 2024. This will affect 60 million broiler chickens per year.
- ↪ Chicken, pork and turkey are purchased from sources with reduced antibiotic programs.
- ↪ Seafood is purchased in accordance with Monterey Bay Aquarium's Seafood Watch Program to make the best possible seafood choices that are good for the oceans and ocean wildlife. Part of the program is Fish Aggregating Device (FAD)-free yellowfin and skipjack tuna.

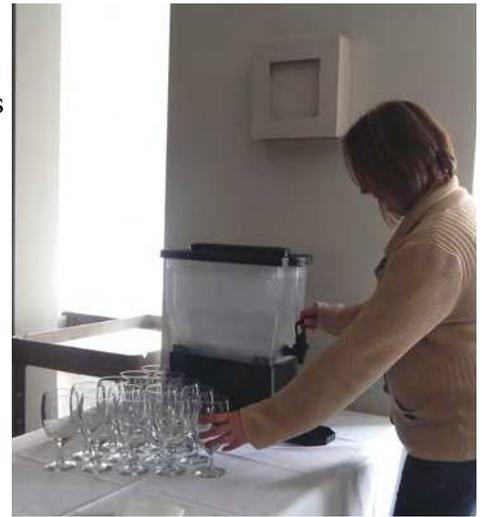


- ⇒ Coffee grounds are recycled and used for landscaping. All food items that are not able to be used or eaten are given to The Devoted Barn to help the rescued animals in its care.
- ⇒ Imperfectly Delicious Produce is the process of utilizing the retail Grade A produce that is often thrown away or even left unharvested in the field; it is fine used in cooking.
- ⇒ MSG, peanut oil and trans fat are not used in our kitchens. Margarines and other cooking items are all free of these as well, working to improve the sustainable health of our customers.
- ⇒ Coffee dispensing systems have been installed in all non-resident areas to reduce waste.
- ⇒ China, not paper, is used wherever possible. When paper is a "must," we use biodegradable Greenware products.
- ⇒ China is used in the Dining Room, eliminating all disposables.
- ⇒ Earth Plus napkins, 100-percent recycled and bleach-free, are used in the Dining Room.
- ⇒ Coffee filters are made from 100-percent virgin pulp, are oxygen-whitened, chlorine-free and naturally biodegradable.
- ⇒ Bigelow and Lipton tea paper filter bags are bleach-free and dioxin-free; 85 percent of the packaging is biodegradable or recyclable.
- ⇒ Pan liners are bleach-free.
- ⇒ Phosphate-free products are purchased wherever possible.
- ⇒ Dining Services initiated a process that eliminated one plastic lid per tray, for a savings of more than \$1,100/year and the reduction of 86,000+ non-recyclable plastic lids from the landfill annually.
- ⇒ Disposable lids for all residents' bedside water glasses have been replaced with reusable lids.
- ⇒ Dining Services recycles cardboard, #1 and #2 plastic and cans.
- ⇒ Used grease is being taken to a licensed rendering plant in Detroit that makes soap, cosmetics, detergents, animal feed and biodiesel.
- ⇒ Soap dispensers are used to ensure proper dilution and control excess use.
- ⇒ In 2016, a Southbend double stacked convection oven, an upright baker's convection oven and a Turbo Air reach-in freezer were purchased. All are Energy Star compliant at 2016 standards, thus allowing maximum efficiency at reduced electrical costs.
- ⇒ Bottled water has been eliminated and portable water dispensers are now used for all catering events.
- ⇒ Floor cleaning machine uses ec-H₂O technology to electrically convert water into an innovative cleaning solution that does not utilize chemicals.
- ⇒ Maximized the utilization of our Aladdin induction system to heat Dining Services' plate bases used during meal assembly. They are more conductive to heat thermalization, thus using less energy. All of the older bases previously used were recycled.
- ⇒ Compass Group, Morrison's parent company, became the first institutional food service company to sign on to the American Business Act on Climate Pledge, with a commitment to reduce greenhouse gas emissions by 43 percent, equating to more than 2 million metric tons worldwide.
- ⇒ Driving improved engagement and a reduction in associate turnover, Morrison launched "The Hospitality Experience." Partnering with Brand Integrity, all team members can offer recognition to each other, which has helped our associate engagement scores increase by 7 percent. Higher engagement reduced turnover, which helps to reduce costs overall.
- ⇒ Compass 2018 Sustainability Scorecard: 11 percent local produce; 94 turkey and 87 percent chicken produced without the routine use of human antibiotics; 69 percent cage-free (shell) eggs; 99 percent fluid milk and 97 percent yogurt free of artificial growth hormones; 81 percent seafood from sustainable sources; 40 percent eco/fair trade-certified coffee.

- ⇒ A geothermal system for heating and cooling, with a four-pipe fan coil unit in every room, is the basic energy-conserving system.
- ⇒ A heat recovery system reclaims hot and cold energy from the building's return air, tempers outside cold air and reuses it in outside air ducts. The system is designed to raise the temperature of incoming air in the winter without using any mechanical heat and works in reverse in the summer, with relatively cool exhaust air pre-cooling the hot incoming ventilation air.
- ⇒ Demand-control ventilation was installed on a number of air handling units to ensure the spaces served are not being over-ventilated.
- ⇒ A building management system includes schedules for air handling units and set points, which are reviewed regularly to ensure the schedule matches the actual use of the spaces.
- ⇒ Variable-speed drives have been installed on a number of pumps to save energy by varying horsepower to match system requirements.
- ⇒ Variable-frequency drives have been installed on a number of heat recovery units to match system need to save fan and thermal energy from the chilled and hot water systems.
- ⇒ A demand-control kitchen hood system, which varies the exhaust air flow to adequately remove the exhaust air without removing excessive amounts of conditioned air, was installed.
- ⇒ A revolutionary new electronic mixing valve optimizes energy used to heat water while ensuring a safe, comfortable hot water temperature for residents.
- ⇒ Anti-scald shower and bath fittings (thermal energy conservation) are standard.
- ⇒ The water system is balanced to ensure equal distribution of hot water throughout the building.
- ⇒ Mechanical room energy is optimized to use the highest percentage of electrical current possible, assuring appropriate capacity relative to transformer size.
- ⇒ Maximum use of daylight is used throughout the facility. Occupancy sensors that switch off lighting when rooms are not in use have been installed in common areas.
- ⇒ Parking, campus and common hallway lighting is controlled by programmed lighting schedules as well as lighting sensors.
- ⇒ High-performance lighting, such as compact fluorescent bulbs, is used throughout the facility. New lamp technology is routinely evaluated for potential selection and use.
- ⇒ Lighting along the brick cloister and in the Avila Dining Rooms has been replaced with more energy-efficient lamps.
- ⇒ Energy-efficient fluorescent and LED fixtures were installed in the Chapel.
- ⇒ Exterior lamps are the lowest possible light levels. Parking lot lighting is also being upgraded to LED when possible. Eight new lamp posts with LED lighting were installed in 2018, most as replacement for older fixtures.
- ⇒ Energy-efficient, insulated glass is used throughout the facility.
- ⇒ LED fixtures replaced more than 160 light fixtures in the Motherhouse in 2017.



- ⇒ External clients are educated about the sisters' mission and green initiatives.
- ⇒ Both internal and external clients are encouraged to follow campus Green Meeting Guidelines including using china, glass and silverware instead of disposables, and are encouraged to use water dispensers or table pitchers with glassware instead of bottled water.
- ⇒ Events Planning uses wooden high chairs instead of plastic or foam models.
- ⇒ The Events Planning staff recommends using overhead projectors and computers to eliminate the use of paper during events.
- ⇒ Clients are asked to use the paper recycling boxes located in each conference room for unused paper.
- ⇒ Plastic and pop can collection containers are used during events.
- ⇒ The Events Planning staff is committed to re-purposing and recommends reusing event décor whenever possible.
- ⇒ The Events Planning staff re-uses "gently used" office supplies whenever possible rather than purchasing new, for example, relabeling file folders and using the backs of no-longer-needed paper for writing notes.
- ⇒ Black, free-standing sign boards with reusable lettering or recyclable paper are used for welcome, restroom, or session locations.
- ⇒ Linen tablecloths are reused whenever possible.
- ⇒ Empty wine bottles have been repurposed for centerpieces.
- ⇒ Empty wine bottles have been sent to outside fundraising committees in the community for their centerpieces.
- ⇒ Distributed odd dinnerware to the lounges instead of throwing the pieces away.
- ⇒ Events Planning employees purchased a water filter pitcher for personal use rather than purchase bottled water.



Grounds

- ⊕ Leaves are taken to the woods for natural composting.
- ⊕ Sustainable elements such as no-mow seed and meadows in designated areas are designed to reduce mowing frequency, reducing the carbon footprint.
- ⊕ Topsoil from any excavation on campus is saved for future use for landscaping, potted plants, etc.
- ⊕ New sustainable landscaping products, such as permeable paving stone to minimize asphalt surface area while directing rainwater runoff to our natural swales, are being used.
- ⊕ Hot asphalt used for parking lot upgrades helps reduce energy consumption and lower emissions and fuel consumption.
- ⊕ An eco-grid parking lot which is natural and permeable was installed at an off-campus building.
- ⊕ Pervious concrete has been used on an employee walking path to manage storm water.



Housekeeping

- ⊕ Toilet paper and paper towels used throughout the facility are made from 100-percent recycled fiber, post-consumer fiber exceeds 40 percent, and all are Green Seal Certified.
- ⊕ Glass cleaner, all-purpose cleaner, sealer, wax, stripper, restroom cleaner and carpet cleaner are all Green Seal Certified.
- ⊕ The use of non-Green Seal Certified products for all-purpose cleaning has been discontinued.
- ⊕ Dispensers are used whenever possible to ensure proper dilution and control excess use.
- ⊕ All new vacuum cleaners are Green Label approved by The Carpet and Rug Institute.
- ⊕ Microfiber mops are being used by many of the housekeeping staff. Benefits include reduced water consumption and waste, reduced chemical usage, reduced employee fatigue and an increase in productivity.
- ⊕ All new floor mats are Waterhog Eco, which is part of the Select Green family of environmentally friendly mat products. The carpet top is made of 100-percent post-consumer recycled PET polyester fiber reclaimed from plastic bottles and the rubber backing is 15-20 percent post-consumer recycled rubber reclaimed from tires.
- ⊕ Carpets are cleaned with a dry extraction system, which is Green Seal Certified, improves environmental quality, prevents mold and mildew, reduces indoor allergens and conserves energy and water.
- ⊕ A square scrub machine is used to strip Marmoleum floors, which uses less water, no harsh chemicals and saves 50 percent of the time and energy used with conventional chemical strippers.
- ⊕ Our biggest halls and floors are now cleaned with an auto scrubber. The machine uses ec-H20 NanoClean® technology to electrically convert water into an innovative cleaning solution instead of using chemicals. The machine also cuts down on cleaning time and saves water.
- ⊕ We continue to seek information on new and existing products and procedures that will allow us to meet or exceed all requirements to become a more sustainable facility.



Human Resources

- ⇒ Staff lanyards are now made from recycled pop bottles.
- ⇒ The employee newsletter is sent electronically, which saves thousands of sheets of paper per year.
- ⇒ Policies are electronic and located on SharePoint, with access determined based on need, reducing the need for paper copies.
- ⇒ The employee handbook is electronic and located on SharePoint.
- ⇒ Applications and paperwork are only given to bona fide candidates for positions.
- ⇒ Volunteer birthday cards are made by residents using recycled cards through a program with the Activities Department.
- ⇒ An online service for staff training significantly reduces paper tests and training booklets.
- ⇒ The Volunteer Department reuses a pouch-type badge system for volunteers.
- ⇒ The Volunteer Department gets leftover holiday candy from local stores, and it is used for events.
- ⇒ Volunteers and new employees are educated about the sisters' green initiatives at orientation.
- ⇒ Self-service for employees allows them to safely and securely access their payroll information online, eliminating the need for paper checks.
- ⇒ All employees are required to have direct deposit for pay checks or have their pay loaded on a debit card, eliminating the need for paper checks.
- ⇒ Twice a year, employees, volunteers and family members "Adopt-A-Road," picking up garbage on Monroe's Cole Road, between North Monroe and Vivian streets.
- ⇒ Resumes for open positions are saved online and only printed when a candidate is interviewed.
- ⇒ The Volunteer Department now uses email to communicate with volunteers, reducing the postal mail used in the past.

Information Systems (IS)

- ⇒ All computer equipment purchased by IS is Energy Star compliant.
- ⇒ All new servers are Energy Smart Servers and feature
 - * low-voltage processors that increase performance per watt (same speed/ lower wattage usage);
 - * Dell "Low-Flow" fan technology, which controls fan speed based on system thermal requirements; and
 - * high-efficiency power supplies that draw significantly less energy, helping to maintain cooler internal temperatures.
- ⇒ IS maintains four VMWare Virtual Servers that host 15 "virtual" servers. This consolidation greatly reduces hardware/software costs as well as related utility expenses.
- ⇒ Tablets and smartphones are used on campus when appropriate. They are more energy-efficient than conventional computers and may have enough functionality to eventually replace more energy-hungry laptops and desktop computers in specific applications.
- ⇒ Where possible, IS installs computer-like appliances called "thin clients" that consume 1/10 the energy used by a regular computer.
- ⇒ IS packages and takes obsolete or broken equipment (at no cost to the IHM Sisters) to the Habitat for Humanity ReStore facility in Monroe, Mich. There, Habitat for Humanity refurbishes and resells or recycles the equipment.



☞ **Buying Environmentally Friendly Products**

- » Standardized green office supplies are used for promotional materials and handouts.
- » Goldenrod or fluorescent colored paper is not used because it is hard to recycle.
- » The use of glossy paper is limited to applications where it significantly improves the publication (e.g. high-quality photography).
- » Refillable containers are provided for beverages.
- » Reusable containers for handouts or samples (pocket or file folders, cloth bags) are provided.
- » Where reusable items are not feasible, products that are made from recovered materials that can also be recycled are selected.

☞ **Educating Participants and Exhibitors**

- » Participants are encouraged to recycle material at events and unused items are collected for use at another event.
- » The use of recycled and recyclable handouts or giveaways is requested.
- » Participation is rewarded by communicating environmental savings achieved.

☞ **Food Service**

- » Food needs are carefully planned to avoid unnecessary waste.
- » China or biodegradable disposables are used.
- » Condiments, beverages and other food items are asked to be provided in bulk instead of individually packaged.

☞ **Preventing and Reducing Waste**

- » Email is used to coordinate dates, agendas, handouts, research, reading materials and minutes.
- » Meeting prayers are collected and reused.
- » In-house Channel 12 is used to broadcast resident notices.
- » Double-sided printing is used when hard copies are needed.
- » Mass distribution of handouts is avoided and meeting attendees request copies.
- » Handouts for large slide presentations are burned on a CD whenever possible.
- » Reusable name badges and recycled paper inserts are used.
- » Black, free-standing sign boards with reusable lettering or recyclable paper are used for welcome, restroom or session locations.
- » Conference call services or Web conferences are used to eliminate the need for travel for off-campus meeting participants to reduce greenhouse gas emissions.

☞ **Recycling and Managing Waste**

- » Paper is collected in meeting areas for recycling.

Office Supplies

- ⇒ Specific sustainable and cost-effective office supply items were researched, recommended and approved as the “standard” for purchase and use by departments.
- ⇒ A Central Office Supply Program was initiated, providing "standard" office supply products available at the smallest possible quantity for internal ordering. Standard items include batteries, 20# and 24# white copy paper, white and canary paper pads, sticky notes, pencils, manila file folders and Pendaflex files.
- ⇒ In FY 2013-14, "standard" items were reevaluated, and recycled content was increased as follows: 20# white copy paper, from 30 percent to 100 percent; 24# copy paper from 30 percent to 50 percent; manila folders to 100 percent, with 40 percent PCC; Pendaflex to 100 percent, with 100 percent PCC; and white and yellow paper pads to 100 percent, with 50 percent PCC.
- ⇒ A Reuse of Surplus Items Program was initiated to collect and redistribute extra supply items.
- ⇒ In FY 2013-14, standard preprinted stock letterhead began to be printed on Cougar Opaque Smooth Text, an FSC-certified paper, using an FSC-certified printer.
- ⇒ An in-house program creates scratch paper pads from used office paper and used library cards.



St. Mary Organic Farm (SMOF)

- ⇒ All plant residue is composted onsite. The finished compost is applied to the garden soil or added to growing beds as an organic soil amendment.
- ⇒ SMOF uses cover crops, such as winter rye and buckwheat, to protect the land from topsoil erosion, prevent mineral nutrients from leaching into the water table and reduce weed establishment. When incorporated into the soil, the cover crop adds plant nutrients and improves soil texture.
- ⇒ The growing area is irrigated by a low volume drip-tape system. Because it applies water only at the base of the plants, it uses far less water than overhead sprinkler systems. Very little water is lost through evaporation. Operating expenses are reduced as well.
- ⇒ Recycled boxes and durable reusable containers are used to harvest crops. Gardeners are encouraged to use their own reusable containers to carry their garden produce.
- ⇒ Vegetables are grown and delivered to the IHM kitchen, where they are prepared and served in the Motherhouse Dining Room.
- ⇒ Because SMOF is a local farm, transportation distances are short, resulting in reduced fossil fuel use.
- ⇒ The Farm does not use any chemicals, pesticides or herbicides that are harmful to humans, beneficial insects, animals or our watershed.



- ⇒ Honeybee colonies are kept onsite to help save the species and provide pollination for our vegetable and fruit crops.
- ⇒ Plots of pollinator-friendly plants are planted and grown for “bee pasture” to provide forage for honeybees, wild bees, butterflies and other pollinator insects.
- ⇒ SMOF’s newsletter, *Garden Almanac*, reaches more than 400 families every month during the growing season. Thousands of sheets of paper are saved by sending it in electronic format.
- ⇒ Gardeners, volunteers and visitors are educated in the sustainable agricultural practices used by SMOF.
- ⇒ An officially recognized Monarch Waystation is maintained to provide monarch butterflies a source of food and a place where they can reproduce.
- ⇒ Scrap building materials are reused or recycled rather than thrown in the dumpster.
- ⇒ A separate, dedicated solar panel array located at the Farm site provides all of the electricity for our pole barn and Gazebo. Surplus solar power is fed into the local electrical grid.
- ⇒ St. Mary Organic Farm is certified by the Michigan Department of Agriculture & Rural Development’s (MDARD) Michigan Agricultural Environmental Assurance Program (MAEAP) as an environmentally verified farm that is committed to sustainable agricultural and environmental practices.



- ⇒ Recycling collection points are located throughout office and resident areas.
- ⇒ Office and shredded paper, newspaper, magazines and junk mail are collected and taken to one of the Abitibi containers located on campus. More than 400 tons of paper have been recycled since 2005.
- ⇒ Aluminum, steel and tin cans; #1 and #2 plastic jugs and bottles; paperboard, including tissue boxes, toilet paper rolls and cereal boxes; glass; and plastic bags are commingled and taken to 96-gallon collection containers.
- ⇒ Trash liners have been eliminated from most office collection containers.
- ⇒ Cardboard is placed in one of the two eight-yard recycle containers in the loading dock area.
- ⇒ Batteries are taken to Monroe County Health Department for recycling.
- ⇒ Inkjet printer cartridges with an intact print head are sent to Empties4Cash for recycling for a cash return. To date, more than \$4,000 has been received from this program. Laser printer cartridges are returned to the manufacturer for recycling.
- ⇒ Cell phones are returned to various web sources for cash or provided to the Transportation Office for re-use.



Waste Management (continued)

- ⇒ Excess building materials, unused office furniture and appliances are taken to Habitat for Humanity Restore. Surplus furniture is recycled or donated to a local charity.
- ⇒ Roof restoration rather than replacement is completed wherever possible, reducing the amount of construction debris going to landfills.
- ⇒ Scrap metal is taken to one of two local recycling centers, depending on current scrap market value.
- ⇒ Compact fluorescent bulbs are being recycled.
- ⇒ Monroe County Solid Waste assists with the proper disposal of paints and non-Earth-friendly materials.
- ⇒ Paper trays have been placed at all shared printers, copiers and fax machines to capture paper that has been printed on one side and can be turned into notepads.
- ⇒ Cardboard boxes are made available to staff for reuse before the boxes are broken down and recycled. They can be returned for recycling after they are used.
- ⇒ The recycling program has enabled the elimination of two eight-yard dumpsters that had previously been designated for general trash.

Water Conservation ^{1,4}

- ⇒ According to preliminary studies at the Motherhouse, fresh-water consumption has been lowered by 35 percent; overall consumption has been reduced by 55 percent.
- ⇒ Gray wastewater is collected in two 1,000-gallon dosing tanks from resident sinks and showers and is sent to a retention pond where surface-flow filtration takes place. Once the gray water has been filtered, it is returned to the building and is used to flush toilets. Approximately 77 percent of the water used to flush toilets is recycled water.
- ⇒ Low-flow/water-conserving fixtures and fittings are used.
- ⇒ Shower heads have maximum flow of 1.8 gallons per minute.
- ⇒ Lavatory faucets use aerated outlets rated at 1.5 gallons per minute.
- ⇒ Swales installed on parking lots manage storm-water runoff, relieving the city drainage system by keeping water onsite.
- ⇒ In October 2017, a sprinkler system that runs solely on treated gray water was installed. No fresh water is used to water plants.



Abitibi Paper Retriever Collection Report

	2005-17	2018	Total
Collection total (pounds)	957,046	55,225	1,012,271
Collection total (tons)	478	23	501
Trees used to make an equal amount of paper	8,193	399	8,592
Landfill space saved (cubic yards)	1,446	70	1,516
Electricity savings (kwh) vs. virgin (wood) fiber	1,964,411	96,229	2,060,640
Electricity to power _____ homes for one month	986	48	1,034
Air pollution overall emission reduction (in pounds)	28,625	1,408	30,033
Same as taking _____ cars off the road for one day	1,075	52	1,127
Water spared from the manufacturing process	3,374,470	164,213	3,538,683

Please contact Jackie Morelan at 734.240.9744 for more information.

¹"Green Meetings Policy" by the National Recycling Coalition.

²"IHM Landscape Plan Takes Cue From Nature," *IHM Journal*, Fall 2001.

³"IHM Motherhouse Environmentally Sustainable Design," Sisters, Servants of the Immaculate Heart of Mary, *Mission for the Millennium*.

⁴"It's Easy Being Green! A Guide to Planning And Conducting Environmentally Aware Meetings And Events," United States Environmental Protection Agency EPA530-K-96-002, September 1996.

Report by Campus Greening Committee – April 2019



Deep Faith. Courageous Spirit. Action for Justice.

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