



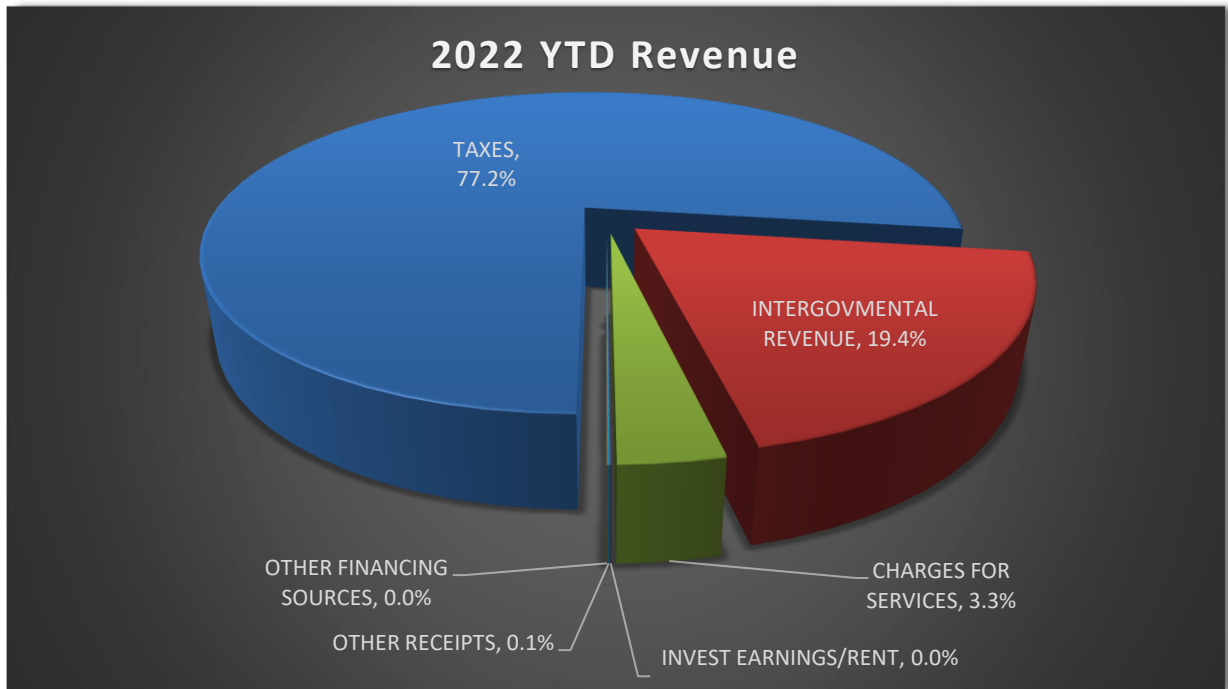
**Fairfield County Board of DD
Leadership Team Report
January 17, 2023**

Finance

Beth Seifert

Revenues were approximately \$390,200 over projections.

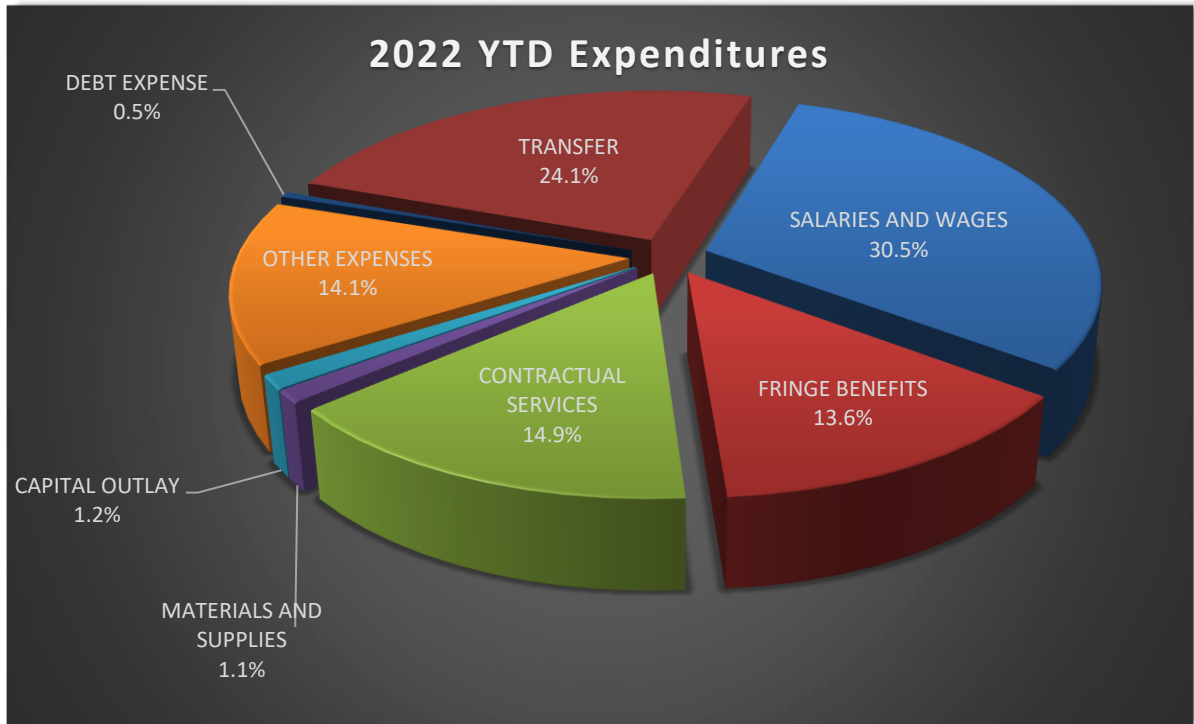
Property Tax Revenue	\$ 730,100
Medicaid (TCM)	\$ -314,800
Medicaid Admin Claiming	\$ 80,000
ODE	\$ 396,900
Dept of Ed Federal Grants	\$ 28,300
Waiver Match Reimbursement	\$ 23,200
Reimbursement for Educational Aides	\$ 115,500
OOD	\$ -12,000
DODD – Capital Housing	\$-675,000



Expenditures:

Expenditures were approximately \$2,177,600 under projections.

- Salary and Benefits were below projections by \$ 941,000
 - Salaries were \$ 517,600 under budget.
 - There were 15 vacancies in the month of December.
 - Forest Rose School (5), We have a Director of Educational Services, Occupational Therapist, two Instructors, and a PT Nurse vacancy.
 - Provider/Community Resources (5), We have vacancies for four Job Trainers, a Job Development Coordinator.
 - Operations (2), We have vacancies for a Facility Tech and the IT/Records Manager.
 - SSA (3), We currently have openings for two ISCs. In addition, we budgeted for the addition of a behavior services coordinator to be added in April.
 - Insurance premiums were \$ 262,400 below projections.
 - The worker's compensation expense was \$ 63,100 under budget.
- Non-wage expenditures were \$ 1,236,600 below projections.
 - Contract Services were \$ 2,067,300 below projections.
 - Therapy Services \$ 38,500
 - Attorney/Legal Services \$ 34,900
 - Purchased Property Services \$ 41,000
 - Purchased Provider/Transportation Services \$ 442,000
 - Purchased Housing \$ 867,800
 - The supply account was under budget \$ 122,700 and the capital account was under budget by \$ 356,500.
 - Waiver Match and Administrative Fees were under budget by \$ 615,700.
 - Transfers are \$ 2,025,000 over budget as the Board approved an additional transfer into the Reserve Fund at the November meeting.



Provider and Community Resources

Kyle Miller

As we close the year, I wanted to summarize the measures of the strategic plan assigned to the Provider and Community Department. We have measures in three of the goal areas, Independence, Inclusion and Collaboration. Our initiative for supporting people's journey to greater independence included re-imagining training for the skills of "self-determination." Community Connections Coordinator, Rachel McCoy utilized her training as a facilitator of the Mentor Academy to partner with SOCIL to support the "Solutions for Life" advocacy group. The group had an average of 12 participants monthly. This group met a total of 34 times from February through December and plans on meeting next year with new expectations. Rachel also facilitated this "Roundtable Methodology" with the 8 interns at Project SEARCH weekly and will continue through the school year.

We had three measures for the "inclusion" initiative. One sign of success is "identifying and transforming six stakeholders interested in increasing their overall accessibility." We almost doubled that number by providing support and training to eleven different stakeholders throughout the year. Rachel, MUI Coordinators Jen Walling and Lorelie Banks, and Community Resource and Training Specialist, Pam Whiteley, seized numerous opportunities to provide trainings to these stakeholders. The next sign of success was that "community partners would seek out Fairfield DD to provide training to increase

understanding of inclusion.” Over the course of the year, every staff in the department provided inclusion education. All of these 26 encounters didn’t result in more opportunities but did open the door for on-going discussion and strengthening relationships. Some of the highlights would include Employment Coordinator, Amanda Snoke connecting Forest Rose Staff and Old Navy employees so students and staff could go directly to the store for their internship opportunities without anyone from JobFusion being involved. Also, Employment Support Specialists Chelsi Rauch and Katie O’Brien increased the inclusion of the Project SEARCH interns in departments at FMC with less dependence on the JobFusion staff. Similarly, Jen and Lorelie continue to have strategic conversations with the court systems and other related stakeholders to make these systems inclusive and accessible.

The last sign of success for our department is to “maximize opportunities in the community that lead to fulfilling lives and self-confidence,” helping stakeholders have a deeper understanding of our mission. Of course, this measure goes hand-in-hand with the others and each of the staff keep the mission in the forefront of all they do. Provider Support Specialist, Kristin Thorne and Quality Assurance and Community Support Specialist, Jamie Rigsby are typically the first call providers make when they have questions and both had numerous opportunities to connect answers to questions with our mission, inclusion and of course, increasing independence of the people supported.

In the “Collaboration” section of the plan we have two measures related to the employment consortium. Our goal was to connect employment providers and the business community to promote opportunities for job seekers and promote evidenced based practices for employment. Only one employment opportunity was secured for the one provider that consistently attends the meetings. Attendance has been sporadic, so we are working on a plan to increase engagement for next year. The consortium was a vehicle for all members to attend or support the job fair with the Workforce Center. Members agreed it was much more efficient to partner than to organize a separate fair. Members consist of staff from the Lancaster Chamber of Commerce, Job and Family Services, Transit, the United Way, The Fairfield County Foundation, The WOLF radio station, The Workforce Center, employment vendors and staff from our department.

There are also measures in the Collaboration section to “meet with 100% of newly certified independent providers within 60 days” and “support a minimum of 6 providers to enhance their operations so people can be supported in the most inclusive settings.” Kristin has the responsibility of connecting with all new providers and she met with all 22 this year. Department staff connected with 16 different providers over the course of the year to promote inclusive settings. These experiences provide opportunities to build relationships that set the table

for conversations about enhancing operation and improving services.

In addition to the work on the strategic plan, we have had some other significant changes in the department this year worth mentioning. Changing the role of our MUI Investigators to Coordinators required the support and assistance of many. Of course, the Investigators, now Coordinators, had their role significantly changed. This couldn't have happened without the collaboration with the Services and Supports Department's willingness to assume all after hours "on-call" responsibilities. Clearly deserving of another big "thank you", to David Baum and the SSA staff. Additionally, our contract partner Mid East Ohio Regional Council of Government (MEORC) adding all investigation responsibilities to their contract in the middle of a contract year. Even though they provide this service for 16 other counties, their nimbleness in starting earlier than expected was a significant help for us when we needed them most.

Our employment division has been in a constant state of adapting over the past few years as we prepare to decrease the services we provide to become more of a support to the other providers in the county. The long-term plan was to decrease services through attrition, but that was before we knew both supervisors and three job trainers would leave this calendar year. This clearly expedited the process. Rather than replacing the supervisors, we revised one of those positions to become a coordinator to support the staff providing employment services and to work with any job seeker currently in the job search process. Because of the on-going commitment to our Project SEARCH partners, we replaced one of the trainers to support the ratios of staff to interns. Since the program is August through May, the only other employment service we will directly provide is Summer Youth Programming. Amanda Snoke moved from a trainer to the coordinator position and seamlessly made the transition of services.

As we prepare for an exciting 2023, Community Support Manager, Leslie Dancho convened a work group to establish a plan to increase provider engagement. We have not had as much participation in our provider meetings as we had expected. With input from providers, staff from the SSA department and others from our department the plan was developed to bring in subject matter experts. Pam researched agencies across the state that are providing the supports necessary for people to experience success and become valued members of their communities. Four of these agencies are already scheduled to present at a provider meeting in the first half of next year.

Lastly, what a year for Art & Clay/Square 7. Sales set another high water mark this month, exceeding the previous best December by more than \$10,000.00. The total year sales exceeded \$500,000.00. Not surprisingly every day of the month was busy including every weekend day at capacity. To provide additional

opportunities, Art and Clay Togo kits were available, we hosted 4 after hour parties and we had a sold-out clay class for 25 patrons. Every one of the employees, including General Manager Mitsi Clark-Niceswanger went above and beyond to manage customers, orders, and processing.

Human Resources

Cindy Hillberry

For the month of December, we posted three positions to seek replacement in the roles of Behavior Support Coordinator, Individual Support Coordinator, and MUI Coordinator.

We had no new staff members beginning positions in the month of December.

We've had the following staff changes and additions:

Forest Rose:

- Crystal McGomery, hired as a Floater Aide, changed to an Educational Aide.

We also have the following positions posted or unfilled at this time:

Services & Supports:

- ISC
- Behavior Support Coordinator

Provider and Community Resources:

- MUI Coordinator

Forest Rose:

- Supervisor of Student Services
- School Age Instructor (2 positions)
- Substitutes

Two staff members left the organization in the month of December:

- Lorelie Banks resigned her role as an MUI Coordinator on December 31, 2022.
- John Pekar resigned his position as Superintendent of Fairfield DD after 23 years of service to this organization, as well as more than 50 years of service within the field on December 31, 2022.

Forest Rose School

Cindy Hillberry

January is cold – but always active at the school! We are collecting hats, scarves, gloves and blankets this month to give away.

Our culture of engagement committee at the school, FRS Connection, has many activities planned for staff including chair “beach” volleyball, a soup bar and a chili cook-off. We had a taco bar and a sock exchange in December. I love that this group is always looking at fun, innovative things for staff to keep us connected and engaged.

Early Intervention & Birth to Three:

Jenna Trager

Early Intervention is currently providing services to **187** families in Fairfield County. In December we received **17** new referrals from Help Me Grow and **14** children transitioned out of our program.

Operations

Todd McCullough

The start of a new year is a great time for reflection and looking ahead. This month for the facilities and IT team updates I’d like to review some accomplishments from 2022 and take a look forward to what we are planning in 2023.

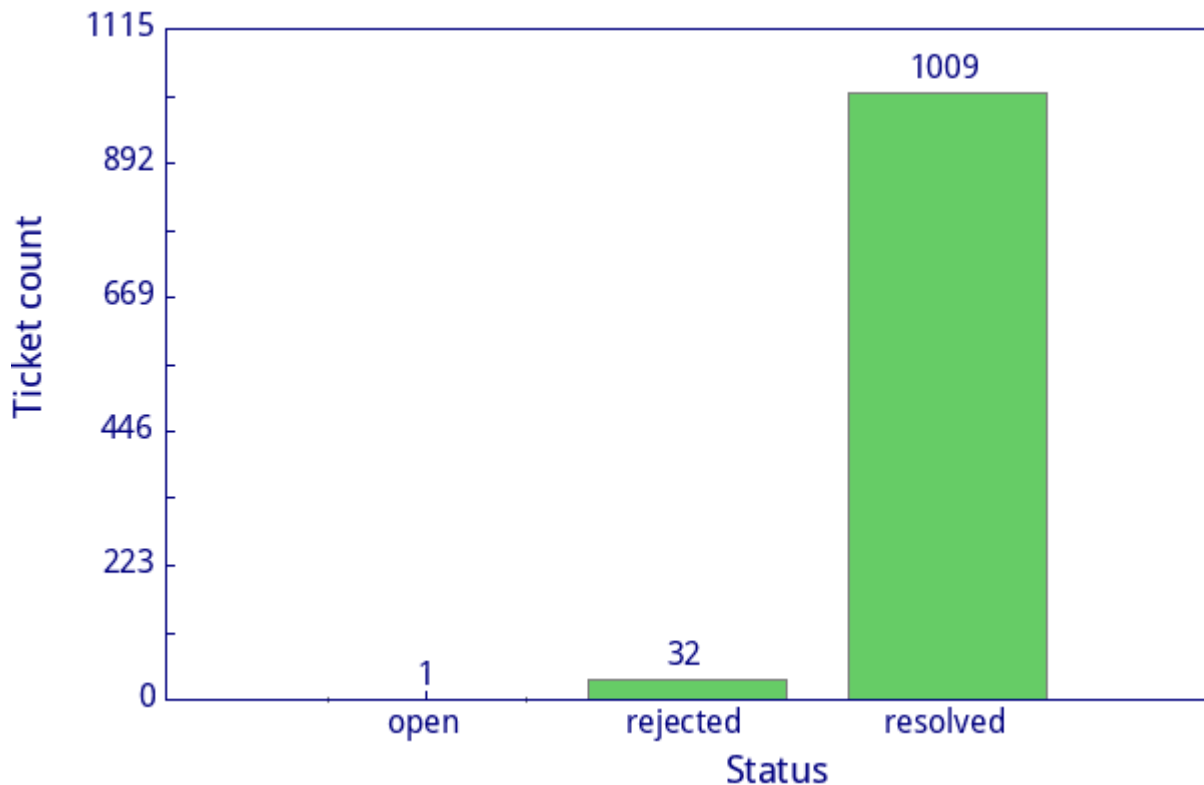
Facilities 2022 in Review:

- Art and Clay countertop and cabinet and shelving upgrades
- Building key system organization and clean up
- Classroom 9 window cutout to door conversion, awning, concrete pad, and fence
- Facilities equipment and supply organization project, equipment disposal and recycle
- Fence sealing at FRS and PRO
- HVAC controls system upgrade
- New countertops & plumbing fixtures in Forest Rose classrooms
- Paint main office, bus awning at FRS
- Parking lot seal coating FRS, SSA
- Plumbing repairs and line jetting at Art and Clay, SSA and FRS
- Pool system renovations and controls
- Preventative maintenance program implementation
- Repaired communications line at PRO for elevator

- Replaced boiler expansion tank
- Replaced dishwasher, garbage disposal, built in freezer and refrigerator FRS kitchen
- Replaced 8 door systems and added access controls at Forest Rose School
- Replumbed SSA toilets
- Vinton County move
- Walk in freezer and pad

2023 Looking Forward (*some of the projects slated for 2023*):

- Admin renovation project
- Parking lot replacement FRS SSA
- Security improvements at all buildings
- AT bathroom construction
- AC unit replacements
- Mini-Split additions to IT server rooms
- Landscape improvements



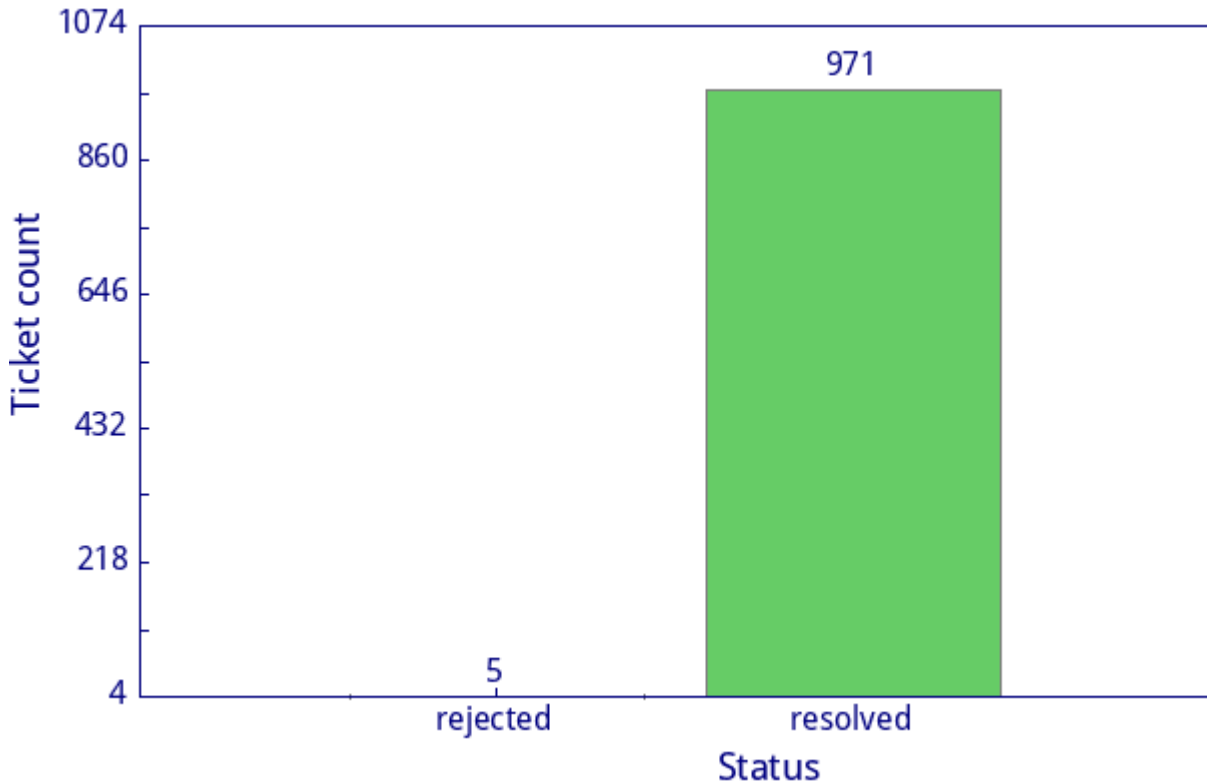
During 2022, the facilities team processed 1,042 request tickets while completing the aforementioned projects.

Information Technology 2022 in Review:

- Art and Clay network upgrade camera installation
- Asset inventory
- Back to school computer check in
- Boardy creation, testing, and implementation
- Britco migration
- Deployments of new devices, equipment disposal and recycle
- Drill Day systems tests
- FMX review and recommendation
- Hyper Reach training and implementation
- Intellicloud migration Fairfield & Vinton
- Internet upgrade at Admin
- Managing time clock plus problems due to Tyler Errors
- Microsoft Surface deployments at Forest Rose
- PRO server crash and replacement
- RFID readers for All Staff
- School inventory and summer device collection
- T-Mobile conversion prep work
- Tyler cloud conversion support
- Updating school devices for back to school
- Vinton County move, network, and phone system move

2023 Looking Forward:

- T-Mobile roll out
- Migration to Avaya Cloud phone system
- Integration of Intune endpoint manager
- Construction of Inside DD
- PRO switch replacement
- FRS switch addition
- FMX build out and integration
- 45 computer refreshes
- Developing AT library tool
- Revamping Asset Manager



During 2022, the IT team processed 976 request tickets in addition to the above projects.

Assistive Technology

Lori Ferbrache

5 new referrals for assessment or training were received in December and early January, in addition to supporting many individuals with set-up, training or programming of devices to continue to enhance independence in many areas of life. There are currently 10 individuals utilizing remote supports.

Therapy Update

Amy Patterson

A junior room educational aide at Forest Rose asked the PT if she could watch a student go up/down the outside steps because the aide had concerns that the student was only placing the tip of her foot on the step, and she was afraid that the student might break her AFO (ankle/foot brace) if she kept putting so much weight on it. After observing the student access the steps the PT suggested use of a different color tape on the edge of the step to assist the student's deficit with depth perception. With the tape present she did an amazing job of placing her entire foot on the step and required less assistance. Thanks to the educational aide for advocating for increased **independence** and safety for her student as well as all people who use the entrance. This was a great example of team **collaboration**.

Services and Supports

David Baum

One of my favorite things about new year's is the reflection of one year and the planning/preparation for a new year. Our system continues to evolve and change month to month, week to week, and even daily in some instances. While this can make planning for changes more difficult; I am excited to dig into developing purposed, successful, and sustainable processes for this year. We continue to work through the transition to OhioISP, RFPs on website, rule changes/updates, 15-day rule, monitoring, staffing coverage, etc. Each item requires us to develop a healthy system of critique, implementation, and re-evaluation so that we can continue to be better. While processes will be slow initially; I am confident that these will assist us in moving our mission forward to best support people we serve.

January 3rd was exciting to be able to have everyone gather for our all-staff and to be able to be together as a department. There is a unique energy in the building when we gather as an organization. One item noticed during our drill day in October is the need to accommodate all staff returning to the SSA complex. I am grateful for Todd and the facilities team as they continue to assist our team to meet our operational needs at the SSA complex varying from fixing toilets to assisting in fridge/ice storage capacity. Although their work is behind the scenes, they are a vital piece in assisting with our department needs so that we can continue to impact the lives of people we serve.

Michelle Dexter and Tina Smith have been in consultation with Anne and Kyle's department to develop a new way to conduct our request for provider (RFP) searches for individuals seeking services. DODD outlines free choice of provider process and the county board's responsibility in assisting individuals and families through this request. RFPs are a mechanism to provide interested providers with the needs of the person, the purpose of the service, and expected outcomes of the service without disclosing HIPPA related information. Michelle, Tina, and Anne have been diligently working on this new process to be included on our website. While this is a new venture, we are anticipating this will assist us in meeting the needs of people more efficiently and communicate with providers more effectively. I appreciate the collaboration between Kyle, Anne, Michelle, and Tina in this process to make this happen.

We are very excited to welcome Chelsea Roan, ISC on Lois's team, to the department. She will be a great addition to our team and brings a wealth of experience to us.

Resource Management

Michelle Dexter

Comparisons
here since
last month

Program Enrollment

Total Enrollment for the Program (this does include **12 preschool students that are active and attend FRS who are not served**)

Individuals have an Individual Support Coordinator (ISC)

Adults supported by ISC

Kids/Transition Age supported by ISC

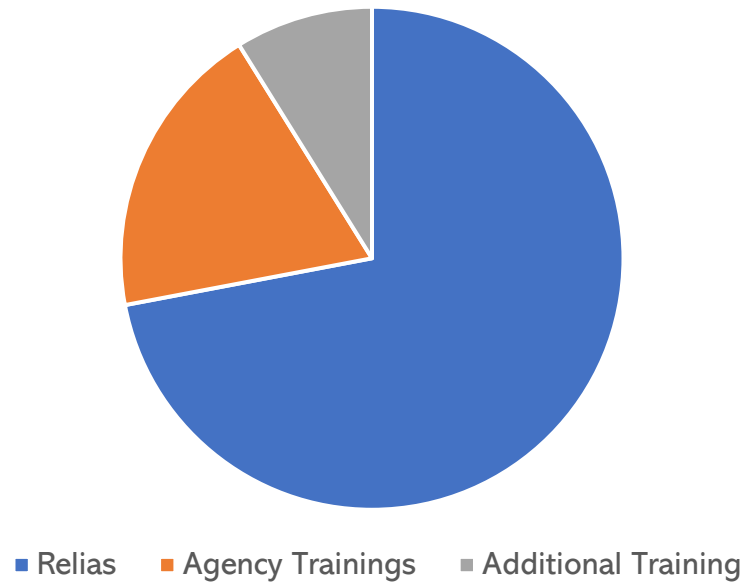
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1561	
1214	+14
568	-2
646	+16

Communications and Outreach

Anne Mikan



2022 Fairfield DD Trainings



More than 2, 280 trainings were completed by staff this year!