



**Fairfield County Board of DD
Leadership Team Report
August 15, 2023**

Finance

Beth Seifert

Revenues:

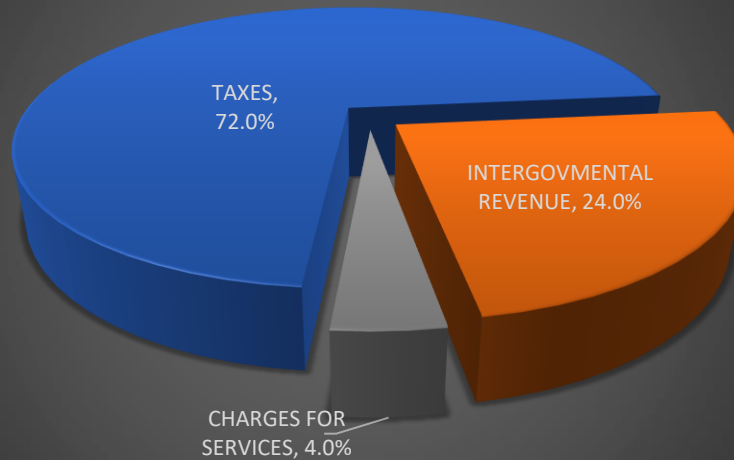
Revenues were approximately \$1,486,700 above projections.

Property Tax Revenues	\$ 457,600
Medicaid (TCM)	\$ 815,600
Medicaid Admin Claiming	\$ 163,900
ODE	\$ 21,100
Dept of Ed Federal Grants	\$ -7,100
OOD	\$ -33,000
Vinton County Shared Services	\$ 15,500
Educational Aide Reimbursement from Districts	\$ 23,300

In July, the Commissioners transferred the remaining balance in the bond sinking fund for PRO to the Board. That transfer was \$4,123.91.

In addition, DODD issued the 2019 cost report settlements. Fairfield DD received \$604,490.

2023 YTD Revenue

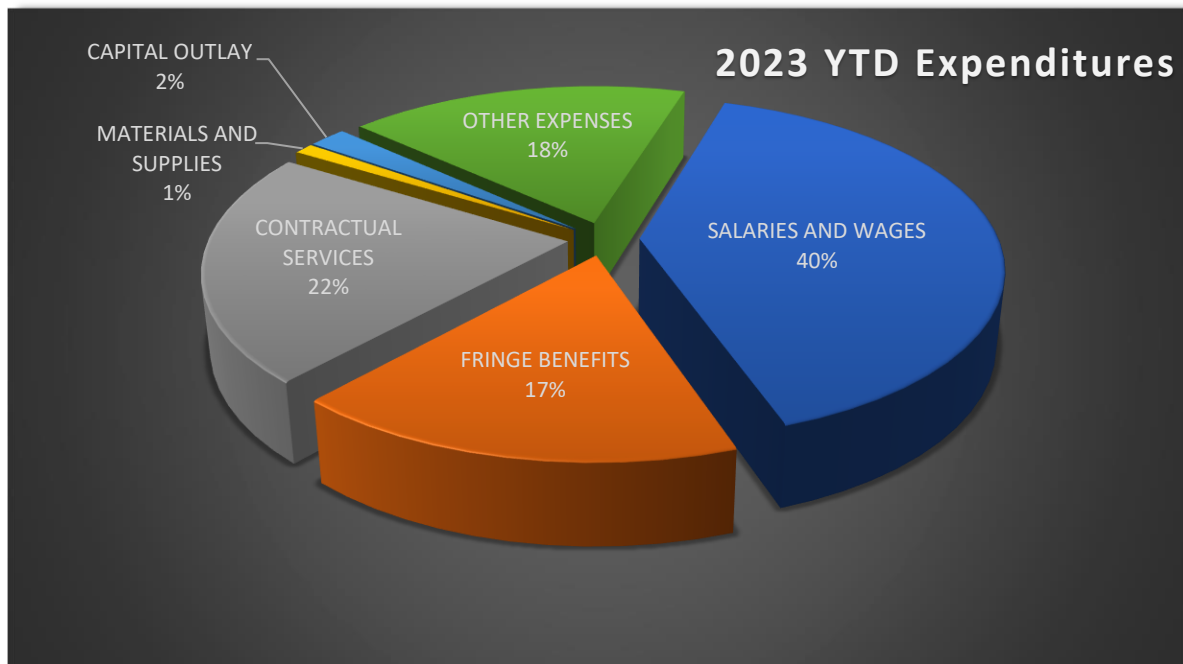


Expenditures:

Expenditures were approximately \$3,240,900 under projections.

- Salary and Benefits were below projections by \$769,900.
 - Salaries were \$443,100 under budget.
 - There were 22 vacancies in the month of July.
 - Forest Rose School (14), We have two Instructors, eight Educational Aides, Floating Aide, PT Nurse vacancy, Director of Ed Services (this position was budgeted for a July start date), and Supervisor of Student Services. There has been a reorganization in the management at the school and we will be re-allocating the Director to an Educational Programs Supervisor/Principal and changed the title of the Supervisor of Student Services to Student Services Supervisor. We will be abolishing the Student Services Assistant position.
 - Provider/Community Resources (2), We have vacancies for one Employment Support Specialist and a QA & Community Support Specialist. The duties of the QA and Community Support Specialist and MUI coordinator were combined into one position.
 - Operations (2), The new position for an IT Help Desk staff member was budgeted but has not yet been created. Additionally, we had budgeted for another Facilities Technician to be added in July if there was a need.

- SSA (4), We currently have openings for an ISC and a Behavior Support Coordinator. The July budget also includes the addition of another Behavior Support Coordinator and a Behavior Support Technician, based on need.
- Insurance premiums were \$190,100 below projections.
- The worker's compensation expense was \$69,600 under budget.
- Non-wage expenditures were \$2,142,600 under projections.
 - Contract Services were \$ 714,200 below projections.
 - Therapy Services \$ 45,600
 - Attorney/Legal \$ 28,600
 - Purchased Property Services \$ 19,600
 - Purchased Provider/Transportation Services \$ 298,500
 - Purchased Housing \$ 76,000
 - The supply account was under budget \$148,400 and the capital account was under budget by \$203,800.
 - Waiver Match and Administrative Fees were under budget by \$1,365,500. DODD was delayed in sending out the first quarter SFY24 invoices. These invoices will be paid in August.



Provider and Community Resources

Kyle Miller

Strategic Plan and Other Notable Information:

- Employment Consortium partner from Ohio Means Jobs attended the June SSA department meeting to share resources and programs offered for employment support.
- Staff worked with two of the seven providers on their "Provider Support Plans" another working to enhance their operations.
- AC/S7 highest June sales in history by more than 41 percent (almost \$15,000.00.) July was the highest sales in history even though we had to be closed four (4) days for construction.

I had an opportunity to meet with two staff from DODD to follow up on the event that Leslie attended. We basically had a brainstorming session and agreed to continue meeting to reintroduce the importance of Employment First focusing on evidence-based practices. In July, I had two follow up meetings with staff to plan events for 2024 that will highlight Employment First practices. I also met with the Assistant Deputy Director of the Quality and Innovation Division to discuss the importance of prioritizing employment, outcomes and potential regardless of the numerous changes and new initiatives that are upcoming.

In June, the Employment Specialists continued to work with FMC staff to determine productivity and job requirements for next year's Project SEARCH class to continue raising expectations for the interns to match all employees in the departments. Employment Specialists also supported three (3) summer youth participants in their internships at Old Navy. July was filled with finalizing Summer Youth and preparing for the upcoming Project SEARCH class.

Our partners from Starfire Council presented *Historical Shapes of Social Devaluation and How They Impact Our Present-Day World* at the June Provider Network Meeting. Although we had no providers in person, more than ten attended virtually and we appreciated that Bob jumped on and represented the Board. We did have great in-person attendance from provider and SSA staff. We are very excited that in July we secured a commitment from Starfire for them to present similar content at the professional day in September to all staff.

Art & Clay/Square 7 renovations have continued through June and July. Not unexpected were some issues related to the age of the building, but the transformation has been amazing. We were excited that the countertops arrived and were installed just in time for ArtWalk. We are nearing the end of the phases that include new furniture, built-in seating, and attached fixtures to always maintain the accessibility of the businesses. The newest experience proving to be very popular is "Storytime with Paint Projects." A ceramic piece related to the story being read is provided for the

children who come to hear the story. We have been amazed at so many of our community partners requesting to be guest readers. The Fire Department was an especially big hit. Of course, it didn't hurt that they brought both the emergency squad and hook and ladder truck for the children to see, get their pictures with, and even climb on and get inside.

Human Resources

Cindy Hillberry

We started working on our development and succession/planning tool (9-box). It's a system that looks at every employee independently to assess their growth potential. The second part is called a Risk Assessment and scores the risk to the agency if the employee were to leave based primarily on the employee themselves and difficulty to fill the position. If the tool is used correctly, it should help us develop employees to their full potential and plan for employees who we know will be leaving in critical positions.

We are also working on a new evaluation tool. We are hoping to finish with a tool which is meaningful but easy to administer. Clear expectations for employees need to be provided to them to hold them accountable. Also, employees need to understand the agency's mission and vision and be able to implement it in their daily jobs.

Staff members changing positions in the month of July:

Lisa Boley is now an ISC Assistant for LaTisha Subham's team and was previously an ISC on Lois Everitt's team.

Michael Edwards is now an ISC on Lois Everitt's team and was previously an Educational Aide at Forest Rose School.

Staff members joining the organization in the month of July:

Services & Supports

Rachel Barnes is an Individual Support Coordinator on Dawn Buser's team.

Forest Rose

Lindsey Hanes is the Educational Programs Supervisor/Principal

Staff members leaving the organization in the month of July:

None

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

Services & Supports

Behavior Support Services Coordinator
Individual Support Coordinator

Forest Rose

Educational Aide

Forest Rose School

Cindy Hillberry

We have been busy this summer preparing for school to start! Shelley McGee digitized all the enrollment packs for parents this year to make the back-to-school paperwork easier! We will have two staff in key roles this year, one new and the other not. Lindsey Hanes is the Educational Programs Supervisor/Principal. Jennifer Arbuckle is the Student Services Supervisor.

They are both going to do great things and we are looking forward to a wonderful year! Staff come back August 28, 29, and 30 for training and classroom prep and students start on Tuesday, September 5! We can't wait to see all the smiling faces!

Services and Supports

David Baum

The Individual Support Coordinators (ISCs) continue to work hard on implementation of the OhioISPs in Brittco. To date, there are 267 OhioISPs in progress or have been published in the Brittco system. This is no small task and each ISC, ISC Assistant, Supervisor, and Resource Management team members have been vital in these implementation efforts. Without their expertise and perseverance, we would not be where we are today. As implementation continues, OhioISP and Brittco continue to evolve as we receive feedback from both our state and COG (MEORC) partnerships. One idea we will be implementing is having open office hours that will take place later this month. These office hours are meant for team members to bring their questions and seek clarity on questions related to the OhioISP and Brittco. This assists us with building consistency across the department.

Kyle Morris, Services & Supports Outreach Supervisor, An'Gelica Harris, Behavior Support Services Supervisor, and I had the opportunity of presenting to the Educational Services Center (ESC) staff recently. This was an opportunity to share our mission, discuss eligibility, and collaboration efforts between our ISC and behavior support teams. Thanks goes to Anne for assisting in putting together informational packets that included a postcard for Introduction & Eligibility. Anne ensured this postcard was

accessible and included a QR code to assist ESC, students, family members, or anyone else to link to our services.

Our team recently assisted a young man in moving from an Intermittent Care Facility (ICF) in another county into a home of his own. There were some significant challenges with this environment and the team (An'Gelica, Beau, Susan B., and Cesalie) worked collaboratively to ensure the person had the support necessary in moving out into the community.

A few months ago, a young lady had expressed the desire to move out on her own. Through coordination and purpose planning, she was able to accomplish this dream of having her own place. This young lady has enjoyed the transition into living more independently by going out with her friends and being able to build her life with her boyfriend in her own place.

Resource Management

Michelle Dexter

Program Enrollment

Comparisons here since last month (July 2023)

Total Enrollment for the Program (took off 11 Preschool typicals)
 Individuals have an Individual Support Coordinator (ISC)
 Adults supported by ISC

 Kids/Transition Age supported by ISC

1591	+22
1221	+9
592	+6
629	+3

Communications and Outreach

Anne Mikan

- We placed an ad in the Towne Crier that ran in the early June editions to kick-off summer.
- We participated in United Way Day of Action, in both Lancaster and Pickerington.
- Another Fulfilling Lives episode was recorded, talking with Lori Ferbrache about Enabling Technology. The episode was shared via social media, newsletters and is currently on our homepage for listeners.
- We were again sponsors of the Lancaster Festival with WLOH and Innerphase Video Productions. Our agency partnered with the Festival for parking areas for the Wendel Concert Stage, entertainment at Art & Clay for the Art Walk, and staff joined at Zane Square for a Noon at the Square concert.



- We showcased our next Board Member feature in our staff newsletter. We will be sharing these throughout the rest of the summer and fall months to increase knowledge about our Board Members.
- We organized two walking path clean-ups that staff volunteered to walk our adopted portion of the Lancaster Bike Path to pick up trash to keep it clean for guests and visitors to the Sensory Trail and for the Lancaster Festival Kick-Off.

Training:

- Preparation for fall All Staff, Friday, September 29th, is in full swing. We completed meetings with work groups, developed a schedule of trainings and presentations are coming together.
- We have begun a new onboarding workgroup to really analyze how we acclimate new staff to our agency. They met to discuss the current process and where change is needed for onboarding new employees into the agency.
- Completed new hire orientation for 3 people -2 ISCs, and Lindsey @ FRS
- Applications went out and were received for our next session of Emerging Leaders. We accepted 14 Fairfield DD staff who will begin this fall with the first session beginning September 7th. We are busy developing and updating the curriculum before it begins.

Strategic Plan Updates:

- We are working to streamline and simplify processes within our agency. In partnership with Forest Rose Staff, all the back-to-school paperwork and resources are on a current student page.
- We also have been working with the Introduction and Eligibility team updating their application and adding it as a fillable PDF on the website as well. We will be creating a postcard to be delivered to schools and community resources to help families connect easier with the Introduction process.

Operations Updates

Todd McCullough

The month of August is seeing a lot of important projects coming together at once. Construction is fully underway, and progress is being made on the maintenance building, roof, and the interior. The previous sidewalk and entry way awning have been removed as well as the old maintenance shed. The lobby and mail room have been demolished and new framing is installed. We have hit a few delays due to items uncovered as the project has progressed. Fortunately, many of them are not part of the critical path and are absorbed by the schedule.

Also, this month we are implementing our new county policies for multi-factor authentication through Duo. Multi-factor authentication (MFA) is a layered approach to securing access when a system requires a user to present a combination of two or more different authenticators to verify a user's identity. This process adds an additional level

of protection to our systems because if one authenticator becomes compromised, unauthorized users are unlikely to meet the second requirement to gain access to the system. With password cracking techniques and phishing attacks becoming more sophisticated, the extra layer of protection afforded by MFA is an additional tool to maintain system integrity.

August is also seeing the implementation of the FMX system. Beginning August 14th, the Operations team is visiting staff meetings throughout the agency to introduce and train FMX to staff. The new system will serve as a hub for managing work ticket requests relating to technology, facilities, vehicles, and serve as the primary scheduling tool for room and vehicle reservations. Aside from keeping these critical tasks organized the system will help to track trends, costs, and inventory as well as create a library of information related to repairs, equipment information and specifications, and repair costs.



Enabling Technology:

During the past two months, there have been several tours of the Smart Tech space at Forest Rose. Two individuals with their natural supports have explored the space, as well as ISC team groups. All of the feedback has been very positive, with people saying what a difference it makes to actually see the technology first-hand, rather than just hear about it. Lori also shared about the enabling technology supports provided through Fairfield DD on the July Fulfilling Lives radio broadcast. Lori traveled to New Orleans during the last week in July to attend the RESNA Assistive Technology conference. She made several new professional connections, met new vendors, and attended several continuing education sessions related to the most recent advancements in enabling technology.

Remote Supports:

Currently, there are 13 people authorized to utilize remote supports.

Assistive Technology:

From the end of June to the beginning of August, there have been eight referrals, one specific to communication, one for remote supports, and six for various assistive technology needs. Recently two computers have arrived for individuals, through assistance from the computer refurbishment program at OSU. The individuals have been assisted with setting up the computers in their homes and each are now exploring screen reader technology to give them access so that they can interact with the computer functionally and complete tasks such as banking, social interaction and leisure interests while overcoming the obstacle of being unable to see a computer screen.