



Geauga County Board of
Developmental Disabilities

2012 Annual Plan

**Initial Presentation
November 16, 2011**



Overview of Annual Plan

The Geauga County Board of DD offers a continuum of services to all Geauga County residents who have developmental disabilities. These services are designed to cover every age group of consumer and provide an improved life for the individual served. As the resources available to the Board are limited, the services must be limited in numbers served, hours available, and/or cost of services. This plan outlines how the Board intends to balance the needs with the resources available in 2012.

Data Gathering

In the fall of 2011, the Board held public meetings and sent out surveys to local community members, service providers, consumers, and parents/caregivers. The surveys asked for their input on the services that are offered. The results (summarized in Attachment 3) were coupled with the direct interactions, expressed needs, and general community feedback received or observed throughout 2011. These results/observations gave a picture of the areas that the agency needs to address. This information was used in planning sessions in November and was integrated in the Annual Planning Retreat held November 11, 2011.

Service Provision for 2012

For 2012, the Board intends to maintain most of the current services but reserves the right to make modifications as the availability of resources change. In addition, the numbers served in any program area may change as the consumer need changes. The priority will always be to continue services to those individuals receiving services as appropriate prior to funding new services or serving new individuals. One area of change in services that has already been identified is the ending of operations of the preschool and school-aged programs by Metzenbaum. As shown in the 2012 Annual Plan Goals (Attachment 7), the Board will be partnering with several organizations to provide services to the preschool and school-age children.

The Board will continue to actively evaluate the current structure and staffing of programs to maintain efficiency and effectiveness. If increased efficiencies can be gained by reorganizing existing services, the released resources may be used to increase capacity, offer new services, serve additional individuals, or improve other programs in the Board's continuum of services. Programs may be impacted by external events, outside organizations, and changes in law or rule that can not be predicted by the Board. In the organization, all changes will be guided by the principle of budget neutral moves of resources. Should efficiencies or needed services change in one area, the resources will be reassigned where the need is determined to be the greatest.

2012 Initiatives

The Board acknowledges the good work and conscientious effort by all the employees to serve the consumers. The central initiatives for 2012 are focused by department to help improve the services provided by the Board. These initiatives represent new efforts for 2012 and assume the normal operation of each department will continue without being listed in the 2012 Annual Plan Goals (Attachment 7).

Budget

The 2012 Budget was approved by the Board in September 2011. The budget is included as Attachment 8.

Legal Requirements

The following information completes the legal requirements of Ohio Administrative Code 5123: 2-1-02

1. The Philosophy of the Geauga County Board of Developmental Disabilities (GCBDD) is located in Chapter 1 of the Board's Policy Manual. A copy of the Board's Mission and Vision Statement is included as Attachment 1.

The Board's Table of Organization is included as Attachment 2.

All buildings owned and operated by the GCBDD are accessible to the needs of individuals with DD conditions. All buildings are open to the public. Administrative offices are located in the children's services building at 8200 Cedar Rd, Chesterland, OH 44026.

2. Surveys were sent out to determine the agency's strengths and weaknesses. They focused on local community members, service providers, consumers, and parents/caregivers.

A summary of the surveys is included as Attachment 3.

3. Current Capacity and Waiting Lists are included as Attachment 4.

The GCBDD will continue to manage resources wisely and continue to increase additional revenues where possible. The county board will explore methods to maximize allowances for state and federal subsidies. The GCBDD will implement wait lists in accordance with OAC 5123:2-1-08.

4. The Board follows all applicable Laws and Regulations serving those individuals who are eligible for services. Information on Service Coordination, Service Monitoring, Crisis Intervention, Major Unusual Incidents Review and Assessment, and Information and Referral Activities is covered in the GCBDD's Policy Manual in Chapter 9.

5. A public forum to introduce the initial action plan was conducted on 11/16/11. At that time, copies of the annual plan were made available to all interested parties. Input was taken from 11/16/11 through the board's final approval at its 12/21/11 meeting.

The final document was made available to all constituency groups upon request following Board approval of the final plan on 12/21/11.

A copy of the public hearing notice is Attachment 5.

6. A schedule of the 2012 Board meetings is Attachment 6.
7. A copy of the 2012 Annual Plan Goals is Attachment 7.
8. The 2012 Budget is included as Attachment 8.



Geauga County Board of
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Attachment 1



GEAUGA COUNTY BOARD OF
DEVELOPMENTAL DISABILITIES



VISION



We set the standard in providing services and supports that are responsive, flexible, and fluid to meet the ever changing needs and interests of the individuals and families we serve.

MISSION STATEMENT

In partnership with individuals, families, and the community, we *advocate for, empower, and support* all individuals with developmental disabilities to *discover, pursue and achieve* what is important to them.



Geauga County Board of
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Attachment 2



Geauga County Board of DD

Dennis Schmidt – Freeman Miller – Nanette Warholic
Enos Detweiler – William Gray – Peter Lubs – Susan Yuratovac

Donald L. Rice, II
Superintendent

Business Office
Steve Tucker, Manager
HR/Training/Acct/Grants/Payroll

Bldg & Grounds/Custodial
Mark Nelisse
Vince Fioritto

Transportation
Tammy Blasko, Manager
Colleen Brady, Supervisor

Rec./Leisure
Bonnie Veleba
Michelle Avram

Adult Services
Theresa Lynn

**Comm. Support/
Res. Services**
Tami Setlock

ICF/MR
Don Weiland

Enrichment, Production,
Community Employ,
Metzenbaum Sheltered
Industries

Service & Support,
Help Me Grow/EI
Eligibility, QA, BSP,
Community Res.

ICFMR



Geauga County Board of
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Attachment 3



2011 Survey Summaries

In 2011, meetings and surveys were conducted with local community members, service providers, consumers, parents, and caregivers that deal with the services we provide.

The overall results of the information gathered indicated strong support for all of our programs. The scale was 1 to 5 with 5 being the highest score. The average score was between 4 and 5 with the exception of the communication score which was 3.4. The information pointed out a need to strengthen our public relations and communications, improve our adult service options, and address the waiting lists.

An overall review of the public's opinion about Metzenbaum Services is very good. In addition, our efforts to have: satellites sites, collaborate with other agencies, and be more flexible in services provision, have left a very positive impact on parents and families of Geauga County.

A complete set of survey results can be requested from the Superintendent.





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Attachment 4



Capacity and Waiting List Review

As of January 1, 2012, the following is a listing of our capacities in comparison to our actual numbers being served. While capacity may be the maximum number of consumers that can be handled, other limitations like time, consumer abilities, and locality hinder complete use of some capacities. An increase in capacity would require additional resources. The number of individuals on the waiting list for services is given in the last column. The Board reserves the right to modify these capacities as resources change.

| | <u>Capacity</u> | <u>Actual</u> | <u>Waiting</u> |
|----------------------------|-----------------|---------------|----------------|
| Transportation Services | 196 | 161 | None* |
| ICFMR | 40 | 39 | 30 |
| Adult Services | 220 | 197 | 66** |
| Enrichment | 37 | 34 | |
| Seniors | 12 | 10 | |
| Work Activities | 119 | 117 | |
| Community Employment | 52 | 36 | |
| Children Services | 610+ | 563 | None |
| Early Intervention | 130 | 113 | |
| Help Me Grow | 160 | 143 | |
| ESC Preschool Classes | 40 | 32 | |
| LEA Supported Education | 210+ | 207 | |
| Amish Schools | 70+ | 68 | |
| Funding Sources | 161 | 161 | 593*** |
| Individual Options Waivers | 88 | 88 | 294 |
| Level 1 Waivers | 58 | 58 | 188 |
| Supported Living | 15 | 15 | 111 |
| Residential Options | 106+ | 100 | N/A |
| Maple Leaf Residences | 62 | 56 | |
| Apartments & Other | 44+ | 44 | |

* While there are other individuals who would use transportation if it was available, they are receiving services through natural supports or other transportation options.

** Approximately 35 people on the Adult Services Waiting list are still high school students who are not ready to immediately accept a placement.

*** Represents a duplicated count as many individuals are on multiple waiting lists.

The *Bessie Benner*
METZENBAUM
Center

Geauga County Board of
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Attachment 5



Legal Notice

Public Hearing

The Geauga County Board of Developmental Disabilities will hold a public forum at the Board Meeting on November 16, 2011 at 6pm to present the proposed 2012 action plan and gather input. The plan will be available for review at the Administrative Office and public comment will be taken by the Superintendent through December 19, 2011. The 2012 plan will be finalized at the Board Meeting on December 21, 2011 at 6pm. Both meetings will take place at 8200 Cedar Road, Chesterland, Ohio.





Geauga County Board of
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Attachment 6



GEAUGA COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

BOARD MEETING DATES
TO BE FINALIZED AND APPROVED 12/21/11

January 18, 2012

July 18, 2012

February 8, 2012

August 15, 2012

March 21, 2012

September 19, 2012

April 18, 2012

October 17, 2012

May 16, 2012

November 14, 2012

June 20, 2012

December 19, 2012

Please Note:

The Board meetings are the third Wednesday of every month (except November and February) at 6pm. They will take place in the Agency Training Room, 8200 Cedar Rd., Chesterland, Ohio.



The Bessie Benner
METZENBAUM
Center

Geauga County Board of
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Attachment 7



2012 Annual Plan

| Goal | Responsible Parties | Targeted Completion | |
|-----------------------------------|--|--|----------------|
| Community Support Services | | | |
| | Review Policy and Procedure | CSS Director | June 2012 |
| Adult Services | | | |
| | Review Policy and Procedure | Adult Services Director | December 2012 |
| | Establish New Employment Options | Adult Services Director | July 2012 |
| | Locate a Middlefield Site | Adult Services Director | June 2012 |
| ICF | | | |
| | Review Policy and Procedure | ICF Manager | June 2012 |
| | Explore an Above Ground Storage Options | ICF Manager | June 2012 |
| | Design Long-term ICF Reorganization | Super, ICF Man, CSS Dir, Business Man, AS Dir, MLCRI | June 2012 |
| Transportation | | | |
| | Review Policy and Procedure | Transportation Manager | June 2012 |
| | Investigate Partnering with Other Transportation Entities | Super, Trans Man | September 2012 |
| IT | | | |
| | Update End User Machines (Replacement Schedule) | IT Coordinator | June 2012 |
| | Create Help Desk | IT Coordinator, Software Administrator | March 2012 |
| | Implement Caretracker | Software Administrator | June 2012 |
| | Disaster Recovery Plan | IT Coordinator, Software Administrator | August 2012 |
| Maintenance | | | |
| | Explore Building a Pavilion | Manager of Buildings and Grounds | August 2012 |
| | Research Roof Replacement Options | Manager of Buildings and Grounds | June 2012 |
| | Research HVAC Options | Manager of Buildings and Grounds | June 2012 |
| | Increase Use of Seasonal Help | Man B&G, HR Coord. | June 2012 |
| Administration | | | |
| | Review Policy and Procedure | Administrative Group | June 2012 |
| | Create Public Relations Plan | PR Coordinator | January 2012 |
| | Create Document Retention Schedule and P&P | Administrative Group | June 2012 |
| | Prepare for and Succeed with a Positive Accreditation Review | Administrative Group | September 2012 |



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Attachment 8



Proposed Expenditure Budget for 2012

| | Proposed 2012 Budget | 2011 Current Budget | 2010 Spent |
|---------------------------------------|-------------------------|------------------------|------------------------|
| Construction | | | |
| 70 Q40 DD Construction | \$200,000.00 | \$295,000.00 | \$1,521,535.20 |
| Fund Total: | \$200,000.00 | \$295,000.00 | \$1,521,535.20 |
| GENERAL | | | |
| 33 S03 DD Salaries | \$7,115,000.00 | \$7,954,970.00 | \$7,386,380.29 |
| 33H S03 DD Health Insurance | \$2,222,500.00 | \$2,416,735.00 | \$2,101,993.96 |
| 33M S03 DD Medicare | \$104,600.00 | \$109,870.00 | \$96,373.81 |
| 33P S03 DD PERS | \$892,500.00 | \$973,730.00 | \$868,127.21 |
| 33T S03 DD STRS | \$98,850.00 | \$149,220.00 | \$159,527.75 |
| 33U S03 DD Unemployment | \$48,000.00 | \$40,000.00 | \$16,767.89 |
| 33W S03 DD Worker's Comp. | \$414,500.00 | \$278,842.87 | \$303,344.92 |
| 34 S03 DD Supplies | \$759,000.00 | \$757,000.00 | \$519,131.16 |
| 36 S03 DD Equipment | \$325,000.00 | \$259,000.00 | \$193,592.26 |
| 38 S03 DD Services | \$2,910,000.00 | \$3,134,582.13 | \$1,814,166.78 |
| 40 S40 DD Adver. & Printing | \$57,500.00 | \$25,500.00 | \$11,271.61 |
| 42 S03 DD Travel & Training | \$121,500.00 | \$117,850.00 | \$97,003.12 |
| 46 S03 DD Other | \$295,600.00 | \$231,200.00 | \$235,385.40 |
| 46A S03 DD Family Support Services | \$80,000.00 | \$80,000.00 | \$65,901.42 |
| 999 S03 Transfers | \$1,080,000.00 | \$2,052,000.00 | \$1,452,798.89 |
| Fund Total: | \$16,524,550.00 | \$18,580,500.00 | \$15,321,766.47 |
| Donated Funds | | | |
| 01-TTC Donation Expenditures | \$75,000.00 | \$35,000.00 | \$0.00 |
| Fund Total: | \$75,000.00 | \$35,000.00 | \$0.00 |
| Residential Services | | | |
| 04 TTM DD Residential Services | \$2,550,000.00 | \$2,700,000.00 | \$2,056,523.28 |
| Fund Total: | \$2,550,000.00 | \$2,700,000.00 | \$2,056,523.28 |
| Grand Total: | \$19,349,550.00 | \$21,610,500.00 | \$18,899,824.95 |
| Budget without Transfers | \$18,269,550.00 | \$19,558,500.00 | \$17,447,026.06 |
| Budget Change | (\$1,288,950.00) | | |
| Percent Change | -6.59% | | |